

Search, View & Index Human Resources Records

Overview

HR can be a business function which is difficult to manage. Virtually every employee requires records to be kept which are very often in paper form, or held locally on PCs, laptops or servers. Different types of documents include:

- Holiday documentation and Forms
- Expenses
- Annual Appraisal
- Disciplinary information
- References
- Health Care
- Retirement and Pension
- Accident Records
- Letters and e-mails
- Plus, many more types which can be unique to that organisation



If this information is lost or not filed correctly it can be expensive and damaging to an organisation's reputation. In the event of a data breach particularly with GDPR legislation, fines can be applied.

Docuflow can help you address your HR concerns with our document and content management solution, infoRouter. Implemented globally with over 400,000 users, infoRouter has since 1998, been helping HR personnel and departments digitally manage their information, documents and files in a secure and quick to access space.

Just a few of the benefits of infoRouter in HR are:

- It is quick to implement and low cost unlike a lot of competing solutions
- Provides regulatory compliance and corporate governance
- Automation of your HR processes when staff join, leave or undergo performance reviews
- Automation, approval processes, workflows and timesheet generation
- Sharing information and collaboration of forms and documents
- Portals
- Form and document templates
- Highly customisable - can look like your intranet HR department or website
- Easy to use
- Capture e-mails and letters
- OCR, Searchable and Metadata
- Plus many more benefits

infoRouter can be installed on your own site or as a SaaS on demand "Cloud" solution starting from £25.00* ex vat per month. The solution is web-based, has department and user security for accessing specific folders and files and comes with an API which will enable it to integrate with any existing HR databases, finance or ERP systems.

We can also provide a service to back-scan any existing records you may have into infoRouter. Or if you need to migrate any electronic records, we can work with you so the system is live with all required records and information from the very first day you are using it.

*excludes, implementation, configuration, customisations and training



infoRouter has a specially developed customised presentation layer and module for HR. This is specifically designed for the management of records and processes within HR departments in both the public and private sectors.

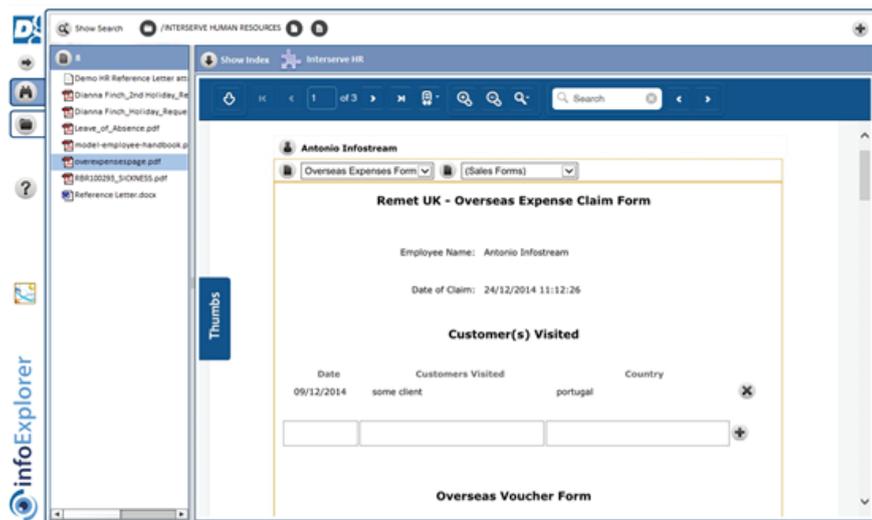
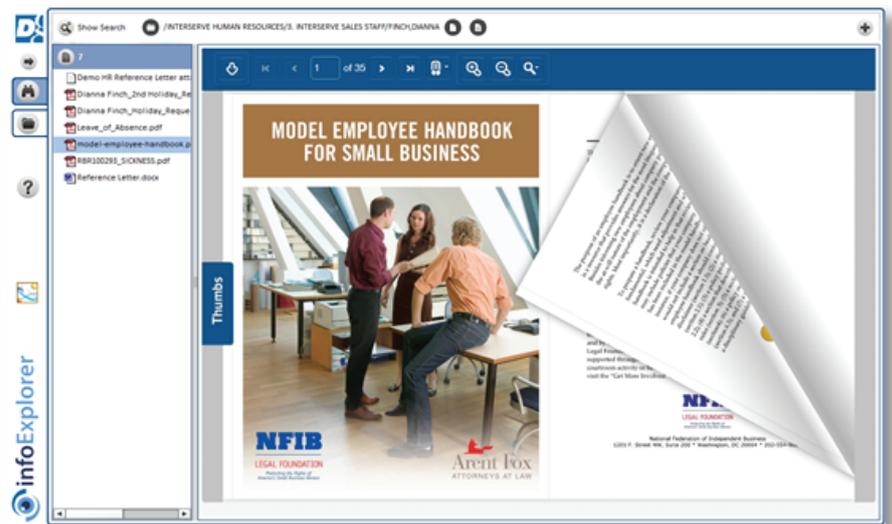
In addition to the clear benefits of HR records being available at the touch of a button, customised presentation layers have delivered significant cost savings and demonstrable compliance with regulatory directives regarding employee privacy.

We will help you provide better employee service whilst streamlining internal business processes using built-in workflow capability. For example, automating holiday, sickness and expense submission and approval, and new starter processes can all be done in a few clicks.

Available as an optional add-on for any new or existing infoRouter installations, custom presentation layers are fast and simple to implement. Plus, they can be fully customised with any client logo, corporate colour scheme or customer specific functions.

The simple, intuitive interface will help you securely explore, search, view and index documents.

The built-in document viewer is capable of displaying all popular image formats and MS Office documents (including e-mails with attachments) without the need for the native application software to be installed.



Custom properties, metadata and index fields can be displayed and edited by users with permissions.

Security is improved as documents do not have to be opened in another application to view.

The folder structure is simplified as users only see folders they have permissions to rather than 'access denied' messages.