



## SOFTOLOGY

### Focus on HR and Personnel

With the heavy load of legislation affecting employment rights and with record tribunal claims hitting employers: companies need to assess carefully the risks of lost paper and electronic documents. The legal impact can be very costly.

Having an electronic document management solution with files backed up off site will give your organisation peace of mind that the legal risks of lost documents are dealt with.

Staff costs are often the major outgoing for organisations. As companies continually review their cost base, the ability to find the right information on employees and candidates will produce cost savings on retrieving information. It will also allow managers to have the best quality data to make decisions.

Using the document management facilities of **e4DM** provides a base for storing, searching and refining CVs, training records, employee files, payslips, mainframe reports and other documentation that arises.

The mixture of electronic and scanned documents that **e4DM** will store is especially versatile for managing people issues. Typically incoming documents are received as paper and are scanned into images, while outgoing documents are stored in the same format as they were authored (e.g. MS Word). By managing outgoing documents a complete history of an employee can be maintained.

Another facility of **e4DM** is a Free Text search engine, used to find key words within the contents of documents. This is especially useful for searching CVs for candidates with particular skills.

Very often, departments will have existing core software packages. **e4DM** is able to integrate with most character or windows applications, connecting documents to existing systems. This reduces training needs, speeds up acceptance of the technology and adds value to your existing systems.

No EDM system will be acceptable unless the security and confidentiality of the documents can be preserved and monitored. **e4DM** offers many security modes and permissions and also protects the documents from unauthorised access from outside of the application by holding the documents in a secure manner on the server.

We have developed the solution in consideration of legal admissibility and evidential weight of information stored electronically (BIS BIP 0008). Therefore, managing people issues can be deployed where documents are the sole legal version.

The functionality of **e4DM** makes the deployment of this technology especially useful for Personnel and Human Resource departments, with quantifiable returns on investment within 6-12 months payback timeframes.