



“One four-drawer file cabinet can contain 36,000 document pages.”

“7.5% of all paper documents get lost, and finding or re-creating them costs about \$200 each.”

Overview

As a company's largest asset, human resources are the foundation of a productive and creative workplace, and most often one of the most paper-intensive areas of your business. Today's organizations must become increasingly efficient at managing their human resource function to remain competitive. DocAgent document management, imaging and workflow solutions, enables you human resources department to easily manage the tide of paper and related processes and respond to employee needs more effectively.

DocAgent provides advanced e-output management for quickly and securely capturing, storing, and retrieving business application output documents and provides quick viewing via a Web Browser. DocAgent extends the value of your HCM solution by providing a paperless archive that enables effortless retrieval of business document images. DocAgent is used by many organizations to capture and

store employee records, as well as documents associated with credentialing, recruitment, testing, relocation, continuing education and benefits administration. All of the documents for an employee can also be placed in a single electronic folder with secure access. These documents become unalterable and initiate the retention period. DocAgent forces records management policies with both automatic and user-intervention deletion so organizations can be sure they are retaining records for the appropriate period of time.

Employees can be granted viewing access to look up documents such as benefit plans, personal work hour records or the status of requests without involving HR employees each time, freeing HR to focus on tasks at hand. DocAgent can manage processes throughout an employee's relationship with an organization while protecting the privacy of the information and complying with regulatory demands.

Benefits

Centralized Employee Record

Eliminate paper cost, i.e. forms, envelopes, and other paper goods

Enhance Employee Privacy

Eliminate multiple photocopies of personnel records, ensuring that sensitive content remains private.

Rapidly Resolve Employee Payroll Concerns

Instantly view tax forms and other employee-supplied documents to resolve discrepancies promptly.

Protect Corporate Records

Secure electronic records minimize the potential for misfiled or lost employee documentation.

Document Access

DocAgent retrieves information quickly and easily in many different ways. It automatically creates standard queries for all document types. In addition, custom queries can be created including queries that prompt the end-user for search criteria.

Search for words, numbers or phrases by using the search arguments, range and proximity operators and wildcards. DocAgent allows you to choose between finding documents that contain multiple words or phrases on the same page, or anywhere in the entire document.

Now you can search for a specific document type or across the entire archive by simply entering the words you're looking for in a full-text search line or by using pre-defined searches that use field values eliminating ambiguous results. Additionally, multiple documents can be opened at the same time to view different documents or pages simultaneously.

Internet Retrieval

DocAgent document retrieval is fully Web-based, allowing you to achieve everything — from viewing, printing, e-mailing to records management — simply with a click of the mouse. Implementations of Online Document Presentment and Retrieval are available for JSP, ASP, and WebShare Portal environments.



Print, E-mail, or Export Documents

You can print, e-mail, or export selected documents from any document window within DocAgent. Both e-mail attachments and export files are in PDF's, so you can open them without installing a desktop client.

DocAgent at a Glance

- Internet-Based Retrieval and Viewing With Easy-to-Use Web Interface
- Fast and Robust Full-Text Indexing and Search Engine
- Context-Sensitive Search and Retrieval
- Document Security at the Document-Index Level
- Easy-to-Customize Application Interface Tailored to Client's Environment
- Extensive E-mail, Export and Print Facilities
- Detailed Auditing of All Significant Events Such as Retrieving, Viewing, User Management of System

For More Information

To learn more about global document management solutions from Digital Designs, or speak to a sales representative call (800) 948-6293.

Digital Designs may also be reached by email at solutions@ddilink.com, or check us out on the Web at www.ddilink.com.

