

Electronic Document and Records Management System



Gain complete control of your information

From standalone solutions supporting individual business areas to integrated enterprise solutions, Idox EDRMS enables public sector organisations to improve data quality, information sharing, employee productivity and responsiveness to the public.

Concerns on compliance?

Idox EDRMS has been designed with legislative requirements in mind, including the Data Protection Act 1998 and the Freedom of Information Act 2000. Guidelines governing interoperability are critical and Idox EDRMS meets ISO 15489:2001 for records management compliance.

Need to integrate?

Idox has a proven track record Integrating with many of your common systems including: CRM, Business Process Management, Legacy, Back-office, Online payment, Geographical Information Systems and Microsoft SharePoint and Office.

Are you making real savings?

Electronic searches are many times faster than manual. A commitment to electronic means a real reduction in your paper expenditure. Reclaim your premium space turning archives into frontline office space. Coupled together these savings have the potential to save your organisation hundreds of thousands of pounds and frees up the time of your workforce for other frontline duties.



Key benefits

- > Save your organisation's time and money whilst contributing to a greener environment
- > Remove your paper archives with Idox electronic document stores to make better use of your organisations office space
- > Find electronic documents fast - Speeds up your response rates to FOI requests from hours to minutes
- > Capacity for up to a billion documents means you'll never run out of space
- > Flexible working - Developed from the ground-up as a web-based system for universal access through a web browser
- > Enterprise level security means confidential documents can only be accessed by those intended helping you comply with the Data Protection Act 1998
- > Experienced Idox support team for total peace of mind

Product features

Scan

The Idox Scan component supports industry standard TWAIN or ISIS compliant MFD scanners accommodating documents from A0 to A5 with no limit to the amount of scanning stations on your network. Batch scanning allows for confidential batches. Full verification and image adjustment tools are available to help ensure your scans meet legal admissibility standards. The Idox scan function provides full compliance with data integrity standard BSI DISC PD 0008:1999.

Index

The Idox Index component is accessible from any web browser by any of your users with granted access rights. Metadata is attached to the scanned files which allows your paper or electronic documents to be fully searchable by the Idox DMS system. A wide variety of different input field formats are available for indexing your documents the way you want them.

Search & Browse

Powerful free text searching allows you to search both electronic files and unstructured information in the system. The Idox EDRMS comes with five standard Categories (Folders). Configurable Categories can also be created and tailored to match your individual metadata requirements. Retrieval of your content from Categories is simple using the built in Search functions. You can also save favourite searches for quick access in future.

Managing your files

Allocate permissions to users and groups to manage who can access what content. Your indexed metadata can be edited and updated, new documents appended and full email integration allowing content to be shared within and outside your authority. All actions are fully audited in the system audit trail.

For more information or to arrange a demonstration

please contact your **Account Manager** or email marketing@idoxgroup.com

Version control

Direct integration with Microsoft Word, Excel & Outlook (2000+) enables your documents to be submitted to the repository simply and easily using Idox version control.

Image viewer

Feature rich viewer provides your users a wealth of tools to manipulate images. Measure to scale and add your annotations just like you would with paper documents. Notes and highlights are non-destructive but can be saved in additional overlays. Documents published to the web can be converted to Adobe PDF.

Redaction

Using the Redact function allows distribution of sensitive documents whilst ensuring confidential or personal data is blocked out and not visible.

Management reports

Be in control of your staff performance using Idox's feature rich Report tool to ensure your deadlines are met. This component provides statutory reports required by the Audit Commission enabling authorities to measure performance against KPIs.

Records Management

Records management is fully integrated within the Idox EDRMS system. This aspect of the solution is specifically designed for the long-term digital preservation of your files for archive purposes.

Declaring new records or declaring from existing documents in the Idox EDRMS is simple using the intuitive web interface. Records entered comply with industry standard ISO 15489:2001.

Records Managers can set retention and disposal schedules on records as required yet also to ensure compliance with the Data Protection Act.

Future proof your files using standard formats for records designed with guidance from The National Archives. Records can also be exported to The National Archives or another system for digital preservation.

Extend your Idox EDRMS solution by adding:

- > Public access - Allow your citizens web access
- > Workflow - Process based workflow software
- > Online forms to save processing paper
- > OCR - Optical Character Recognition software
- > CAD Conversion functionality
- > Category builder - to create your own categories
- > Back-office integration
- > Consultancy to help with your corporate fileplan