Archive Systems

RECORDS MANAGEMENT - PRODUCT DATA SHEET

OmniRIM™ Storage Vendor Connector

Seamlessly integrated with the OmniRIM Physical Records Management Suite, the OmniRIM Storage Vendor Connector is a set of software services that synchronize circulation transactions with the software used by your off-site storage provider. The OmniRIM Storage Vendor Connector enables records managers and end-users to directly access and submit records requests to Archive Systems and Iron Mountain® as well as other popular off-site storage providers.

OmniRIM Records Management Suite customers who use a vendor for off-site storage of physical records, can increase productivity and efficiencies in the management and access of their physical records through the use of the storage connector. Whether the record is on-site or off-site is irrelevant to the end user; they simply request the record they need. The Storage Vendor connector processes these requests and interacts electronically behind the scenes with the request system at the storage vendor site.

Benefits

- Increase efficiency of records management staff
- Eliminating double-entry of data into OmniRIM and the systems used by popular storage service providers
- Improve record circulation and transaction accuracy by eliminating transcription errors
- Grouping shipments of boxes to and from storage facilities reduces costs

Features

- Automatically creates requests for check-ins, check-outs and new box store orders
- Tracking records (box level) circulated among storage locations across North America
- Reconciling storage provider invoice transactions
- Automated confirmation email to requestor, upon confirmation the box is automatically relocated to the requesting user in OmniRIM

Synchronization of Transaction Data Improves Efficiency and Accuracy

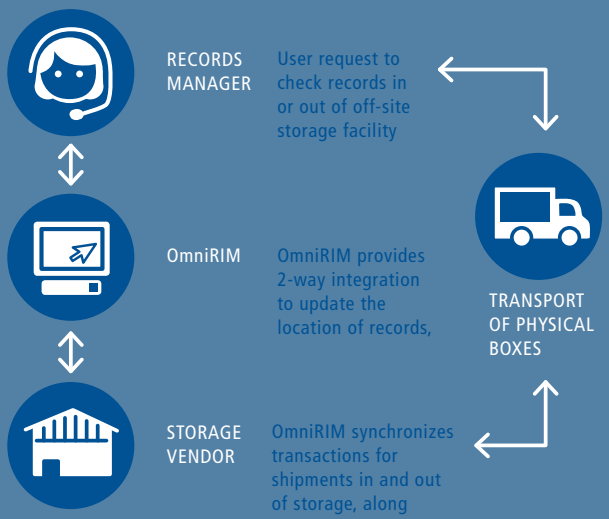
Synchronization between the OmniRIM software and storage provider software streamlines the record retrieval process improving efficiency and accuracy. The OmniRIM Storage Connector pays for itself within the first year by:

- Providing an auditable chain of custody for records
- Increasing accuracy of physical record location tracking
- Reducing costs associated with storing documents past their scheduled disposition date and multiple unscheduled deliveries

How it Works

The OmniRIM Storage Vendor Connector consolidates circulation transactions and synchronizes this data automatically in the OmniRIM Physical Records Management system, saving time and money while eliminating errors and omissions. As an added bonus, OmniRIM audits these transactions; reports are generated that detail activity by department, by activity type, and lists charge backs for reconciliation purposes.

From a technical perspective, the Storage Vendor Connector logs in to the storage provider's FTP service at pre-scheduled intervals and exchanges the proprietary files necessary to update shipments and new storage requests for your company.



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With over 20 years of experience, Archive Systems understands the complexities of records management, and provides customers with a spectrum of services and software systems to manage the lifecycle of their documents and vital records. By utilizing the most advanced technologies, we provide a solution to manage paper and digital documents and the connection between them. Archive Systems is the bridge to a paperless future.

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