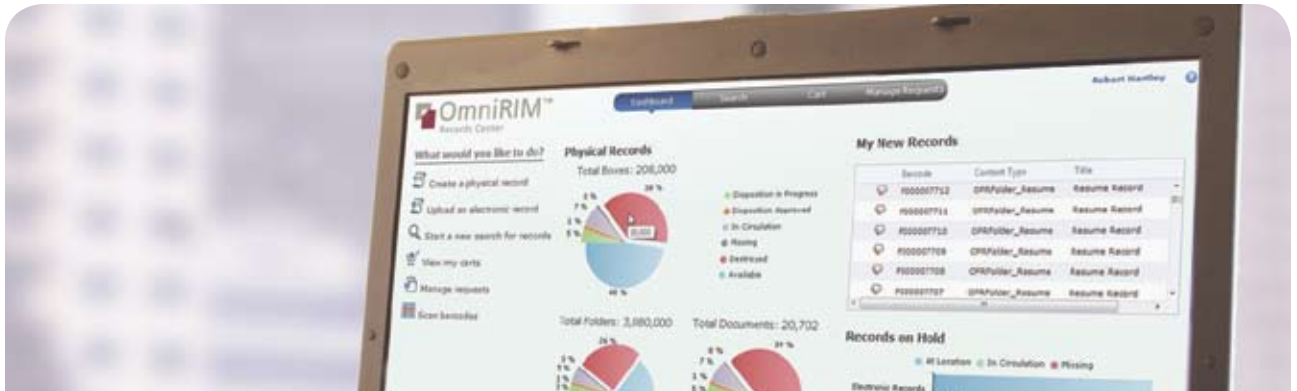


Archive Systems



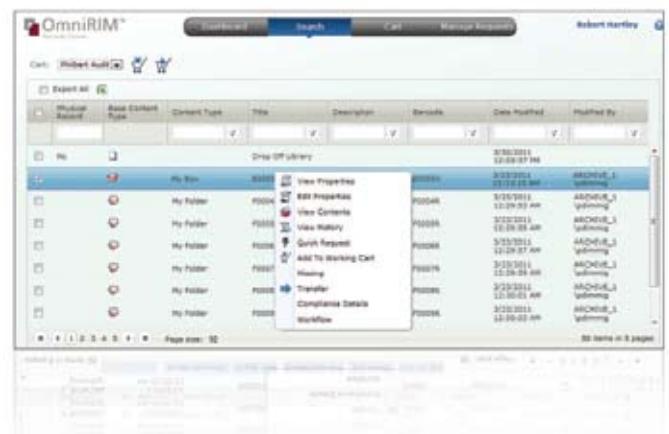
OmniRIM™ Records Center

OmniRIM Records Center gives organizations the power to access, protect and control their business-critical information. OmniRIM Records Center features our acclaimed physical records management functions, seamlessly integrated with electronic records management capabilities to provide secure lifecycle management of the company's valuable informational assets.

OmniRIM leverages its leadership in physical records management for its new cloud-based offering by including sophisticated features such as:

- Unified physical and electronic records management – for complete records lifecycle management.
- Dashboard – Instantly identify situations that require action or that represent potential business risk.
- Retention policy management – Retention for physical records can be established at the child-level (i.e. document) and be inherited by the parent container (i.e. box-level). This containership and inheritance model ensures that no records get destroyed before the end of their lifecycle.
- Audit controls – Track chain of custody, transfers and modifications to records, including reason for change.

The product is available as a hosted SaaS solution. It utilizes the SharePoint 2010 platform to ensure high performance and scalability. Through APIs and SharePoint services, OmniRIM Records Center can be integrated with other Enterprise Content Management systems and related software applications.





Centralized data, consistent management policies reduce risks

Many organizations deal with information silos in multiple offices using multiple technologies. OmniRIM Records Center unifies electronic and physical records to provide a holistic view and centralized control, while allowing easy access for authorized local users. With centralized data in a secure Records Center environment, organizations can enforce consistent classification, retention and disposal policies to help protect against litigation and comply with regulations.

Intuitive design and built-in intelligence increases user productivity

OmniRIM's leadership in physical records management and understanding of organizations with complex data environments has led to innovative solutions, such as smart bar coding, combined shipments, and transaction data reconciliation with off-site storage providers. The software's built-in intelligence and intuitive design empowers:

- Business users to declare, locate and retrieve records quickly and easily
- Records managers to securely store and dispose of records in accordance to their lifecycle
- Legal counsel or compliance officers with access controls and audit trail integrity.

Key Features

Unifies Physical and Electronic Records Management

Declare, Modify, Transfer and Request Records. Where appropriate, the functions are consistent for physical and electronic records.

Dashboard provides an "at a glance" view of your critical business and records management metrics.

Cart feature allows you to add items to a group, and then perform operations such as Request, Transfer, Export, etc to the group of records.

Search Results page is enhanced to allow you to filter and sort the Search Result items. Additionally, you can select multiple items and add them to a Cart for further data manipulation or operations.

Deepest Physical RM Functionality

Containership and inheritance rules for retention and application of Holds to records (or Items) assigned to Folders, Boxes, etc.

Rapid record information capture and circulation monitoring in real-time to streamline transactions and ensure a bulletproof chain of custody.

Audit trail for Chain of Custody, Transfer tracking and record modifications.

Request Queue module allows the business users to submit a request on records and the records coordinators to manage/service all the record requests.

Intelligent barcode scanning for quick and intuitive operations.

Leverages the Capabilities of SharePoint 2010

Active Directory Federation Services (ADFS) is utilized for management of Users and security Permissions.

Workflow enables the solution to be tailored to your business processes and operations.

Microsoft SQL Server Reporting Services (SSRS) is included for powerful report customization and automated distribution.

OmniRIM solution is designed for performance and scalability.

Archive Systems

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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