

Archive Systems



OmniRIM™

OmniRIM™ Physical Records Management Suite is a highly configurable, sophisticated solution that gives organizations the power to manage and control their business-critical information. It is designed to enable organizations to reduce the risks and costs of controlling records for compliance and legal discovery throughout their life cycle. The OmniRIM solution streamlines business processes and provides users with the deepest functionality and most intuitive workflow and design of any physical records management software available today.

Centralized data, consistent management policies reduce risks

Many organizations deal with information silos in multiple offices using multiple technologies. The OmniRIM solution consolidates critical company records to provide records managers with a holistic view and centralized control, while allowing easy access for authorized local users. With centralized data in a secure 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

Archive Systems' 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. OmniRIM's built-in intelligence and intuitive design empowers: business users to create, locate and retrieve records quickly and easily; records managers to store and dispose of records according to their file plans with confidence; and legal counsel or compliance officers with access control and audit trail integrity.

Proven, trusted technology delivering peace of mind

The OmniRIM Physical Records Management Suite has demonstrated its industry leadership with a growing number of government and internationally recognized organizations. The OmniRIM technology is a trusted records management solution that has passed rigorous audits in heavily regulated industries.



PRODUCT HIGHLIGHTS

Document, File and Box Management

- Create, classify, edit, circulate, search, and retrieve records quickly and easily
- Configure advanced metadata input requirements and perform global updates

Classification Management

- Apply predefined file plan(s) to any records or group of records
- Search by classification types

Circulation

- Request and return record files and boxes from physical storage
- Process and track check-ins, check-outs and pass alongs for auditable chain of custody

Retention Schedule & Disposal

- Track records in active, semi-active, archive and disposal stages
- Monitor who/when/why decisions

Smart Bar Coding

- Rapidly capture record information and monitor circulation
- Enable real-time and batch transactions
- Utilize new or existing bar codes
- Support color bar, Net label and TABQUIK® labels

Reports

- Run standard or custom reports based on Crystal Reports®
- View reports within OmniRIM™ system or export to Microsoft® Office for additional graphs and charts

Collaborative File Planning

- Create, modify and retire retention schedules collaboratively
- Produce temporary “draft” schedules to be reviewed and approved

Security

- Configure login authentication, password controls, and user and group access by function, department or type
- Restrict records for maintenance and/or viewing only by user

Holds

- Allow designated users to create and apply holds or place holds only
- Permit multiple holds on a single record and apply inheritance rules

Total Records Center Management

- Define, manage and track shelf and storage space to minimize space usage
- Assign rates and calculate costs for transactions to generate reports or invoices for charge-back
- Consolidate circulation transactions and support workflow for record destruction to reduce off-site storage costs

Enterprise Content Management Integration

- Seamless integration with electronic records management systems offered by leading ECM providers such as Microsoft SharePoint® and EMC® Documentum®

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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