

Simplifying a Complex Hybrid Environment with TAB FusionRMS



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FusionRMS.

Make your HR Records Work Better with TAB FusionRMS.

If you have a challenging hybrid HR records environment, talk to TAB about creating a more efficient and effective RM solution!

If you're a large company with thousands of human resources records, it can be tough to locate and dispatch crucial documents to staff in the field. Imagine if you could centralize your HR records management and take advantage of electronic options in order to improve both the speed and security of compliance requests. With the RM environment, FusionRMS provides, we are able to collaborate closely with our customers to find a solution. For large companies in heavily regulated industries, FusionRMS is a great way to rapidly move files to different places around the country.

Creating a Healthy Hybrid Environment for HR Records

Many of our customers wanted their new RM system to be as environmentally friendly as possible, while at the same time being cost-effective. This is a big goal, but visionary companies can take the steps required to evolve their RM to the next level.



1.0 Moving from paper to electronic records:

The hybrid plan

You may already have end tab color labeling, mobile shelving, and a bar code tracking application in place, in which case it would make sense to upgrade to TAB FusionRMS. This upgrade would meet key requirements including:

- A switch to electronic records wherever possible
- Faster document access for managers in the field
- Make audits from government organizations easier to manage
- A file imaging system to improve archive and retrieval processes
- Support long-term business objectives through a configurable and scalable system



“Now we can not only better maintain our paperwork but track our production and run specialty reports in order to locate new HR efficiencies. This not only makes my job easier but allows us to extract further value from our employee records.”

— Compliance Manager



2.0 Preparing for implementation

One of the most critical aspects of implementation is ensuring the customer can consistently access files during the switchover to FusionRMS to meet their compliance requirements. FusionRMS can be integrated into specific job application software programs, as a result, forms that are submitted online by prospective employees get converted into PDF files and imported directly into FusionRMS. This allows you to better manage your HR system both now and in the future, which also helps the company go as green as possible. Along with providing electronic document options, FusionRMS eliminates duplicate versions of existing HR forms in order to better streamline RM.



2.1 Post-implementation: Many pleasant surprises

The implementation of FusionRMS provides some unexpected benefits, including a drag-and-drop system for electronic database management. This allows our customers to index any PC file on a desktop or network by dragging it from its current location to any record in the database. These files are then OCR'd on the fly. For example, legal departments can quickly make use of FusionRMS' email functionality, which allows them to export documents to a shared folder. From this shared folder, documents can be bundled together and sent via email or by using an external storage device, such as a USB key.



3.0 Accessibility and HR efficiencies: The real value of a hybrid environment

FusionRMS has developed a centralized records system designed to improve business operations both now and in the future. Our customers can now quickly and securely deliver HR documents to the field, while still maintaining a high level of privacy. Of equal importance is the fact that the implementation of FusionRMS was cost-effective, and met our goal of decreasing our customers environmental footprint through the increased use of electronic records.

We look forward to working with you!
Visit our website below.

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"Our needs are always changing and the flexibility and scalability of FusionRMS has already allowed us to adapt to new business needs"

—A Satisfied Customer

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