



Summation of "UB" UBiQuati Human Resource - Document Management Software

The documents, files and information associated with each employee can be staggering - and the filing, organization and storage requirements to manage all of this information almost unbearable.

CompuScan provides scanning services and UBiQuati Human Resource - Document Management (UB HRDM) software. "UB" stores, tracks retrieves and using compliance techniques record every necessary detail and document associated with your employees –past, present and future. The advanced MSSQL design, using our own UBiQuati "UB" object management engine, makes it the perfect complement to your existing HRIS program thus ensuring a comprehensive and seamless fit with your existing information systems. Stand-alone, or integrated, UB HRDM is the leading tool for organizing and maintaining Documents related to your employees.

How it works:

UBiQuati "UB" consolidates all different types of information into electronic form and then allows for fast, multi-user retrieval locally through the web or enterprise. The easy-to-use queries take the effort out finding the information later on. Whether the item of information is an image of an application form or a computer printout from the employee profit-sharing statement, all of this information is organized, managed and archived with the UB HRDM (Human Resources - Document Management) system. "Like a tree structure found in Windows Explorer". The information you use employee #, name etc., will always lead you to the employee's folder instantly.

Quick Benefits:

- All Human Resource records are integrated into one database
- Local or Enterprise accessible
- Multi-user access
- Clerical time required to scan and index items is less than half of that required to manually file and retrieve folders of information
- Eliminates the burden of paper storage
- Simplifies Searching for Documents
- Folders cannot be misfiled or lost
- Guards against misfiled, misplaced or lost documents
- Unique feature allows the removal or relocation of terminated folders
- Documents and features secured by document sensitivity and user access levels
- Designed for Image Archiving technology: DVD, CD-ROM and Network Access Storage



UB HRDM gives you control over the Document Management process by providing these primary functions

- Data Organization –Locate your Objects (images, scanned documents, .doc files, etc) in unique folders
- High-volume scanning tools – Designed for ease of use with automated data capture and batch functionality
- Attachments –Link files and documents to employee documents
- Image Annotation –highlight or redact areas of each document
- Workflow Routing –Distribute files to others and log each step of the process
- Fast-Find and Search tools – The innovative Query-maker makes it easy for even computer novices to create, save and re-use advanced SQL searches
- Security – Ensure privacy with enhanced user access levels and document sensitivity profiles
- Connectivity to Multifunction Printer Scanner Watch Folders
- Connectivity to HRIS
- Connectivity to Email to communicate formed documents for signature back to UB HRDM

CompuScan Imaging Solutions Inc., has applied years of experience to develop a Human Resources - Document Management solution that works the way you need it to work. Every stage of the process has been streamlined to reduce effort and maximize your time.

Our client services team will help you plan the implementation, offer suggestions wherever appropriate and work to ensure that you get the results you expect from a premium product.

The HR details:

Organizing your files, scanned documents and other employee information:

UB HRDM allows you to build folders to organize all of your data objects (Images, documents, etc). These are completely user-definable –but might typically include the following:

- Medical Files
- Insurance



- Performance evaluations
- Correspondence
- Training
- Certificates, Transcripts & Diplomas
- Resumes
- Military records

Note: The Administrator can add more subject folder tabs at any time and can all be custom labeled.

Scanning Optimizations:

CompuScan Imaging Solutions, Inc. recognizes that the less work it requires to enter and update scanned images, the more effective your system will be. To this end, we have overcome the major challenges associated with high-volume scanning with the following four innovations:

- Optimized OCR windows
- Batch optimizations for automatic indexing by document type, category type and scan date
- On-screen view and data update
- Multiple-image select and define

ZONAL AND FULL OCR

The OCR functions allow you to capture specific windows of data and then automatically process the pages based on that info, the Batch optimizations let you run high-volumes of pages through the scanner and have pre-set information assigned to each document. The On-screen viewing tools let you see the scanned document and manually enter additional information –never forcing you to refer to the original document. And finally the Multi-image select tools let you view thumbnails of the documents, select any number of them and then assign similar information –all with the click of a mouse.

Attachments

Each Object (Images, scanned documents, files, etc) can have additional information attached to them. Revisions, Retention and Records Management are attachments that are informative for current and future use. Thus, when



looking up records, you'll find not only the employee information based on your query, you'll also find all the additional objects that have been attached to them. In other words, an image of an employee's evaluation may have a word processing document attached to it with information for future reference.

Image Annotation

UB HRDM lets you add approval stamps, highlight sections of a document with yellow notes fields, or redact areas of images by hiding them with black or white boxes. These annotations ensure that important sections receive the attention they need while private information is securely blocked from unauthorized viewers. All annotations include public and private access flags to manage the secured viewing rights.

Distribution

You can route objects to individual users or a distribution list of users for further action. UB HRDM automatically logs every event with a time and date-stamp, ensuring an accurate tracking and event history.

When users receive the object, they can view, annotate or revise the object as necessary—with the distribution manager function logging every activity. This user-initiated workflow provides an effective way to track and review progress on projects and assignments.

Fast Find and Search

Recognizing that school administrators and Principals are busy people who need information quickly and with a minimum of hassle, CompuScan has developed an advanced, yet easy-to-use MSSQL query tool. Advanced searches are as easy as point-and-click.

In just a few moments, you can find every type of information for any employee—and all the files, images, documents and data that are linked to their record. The relational database makes mining the data easy, and will save you time and effort.

Additionally, users can save their searches publicly for others to use, or as private tools for themselves. They can even store the results of a search, publicly or privately, and refer back to that information at any time.

Security

Multiple levels of security protect sensitive documents and files from unauthorized viewers. Five level types of security, (1) secure documents from being read specific to users and groups,(2) remove the ability to find a document or record by non-abled users, (3) UB login security (4) Cabinet or table security access (5) encryption for documents when they are passed from UB to outside users. Each user has a security access level and each document has a sensitivity level. Depending upon the access level of the user, they will see only the list of documents that is appropriate for their security access level.



Your system administrator controls all user names, passwords, security access levels and document sensitivity levels.

Technical Features:

Variable user defined index fields by subject type

Field validation for critical index fields

User defined Subject & Document types

Powerful queries using index fields in conjunction with Word-In-Text searching

Save queries for use at a later time

Compatible with ALL Image, file and document formats including word processing & text formats

Microsoft Windows® NT, 2000, XP, Vista and 7 operating environments

MSAccess and MSSQL compliant database 2000 to 2008 and MSDE

High Speed Image printing

Document archival to File Server, Tape, CD-ROM, DVD-ROM, DVD-RAM or other optical media

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