SIMS DMS Assistant

SIMS Document Management Server Assistant

Imagine a school where all of the hard copy records are stored electronically and there are no filing cabinets… this is now reality with the SIMS DMS Assistant. It has been developed to enable office staff to quickly and easily turn piles of paperwork into electronic documents, eliminating the need for paper filing. The high speed link enables multiple documents, including student records and staff information to be scanned directly into the SIMS database without having to waste time scanning individual documents.

There are many benefits of electronic filing over traditional paper filing within a school environment, as it enables records to be accessed quickly and easily without the risk of documents being lost or misfiled. It also makes it very quick and easy to transfer pupils records when the time comes for them to transfer schools, as their electronic file can travel with them rather than having to take photocopies of all the records and send them in the post, which not only saves time but also money.

Electronic filing of information saves space and money by eliminating the requirement for numerous filing cabinets or expensive, inconvenient off-site storage. Document security is also increased as the electronic records are only accessible to authorised staff.

Although SIMS provides the ability to upload scanned documents to a student profile, the current process involves adding each document individually which can be a very time-consuming and tedious task. With SIMS DMS Assistant numerous documents for one or many students can be scanned and uploaded into SIMS at once.

The Indexing Feature allows users to search for documents currently in the system based on the additional criteria entered during the upload process.
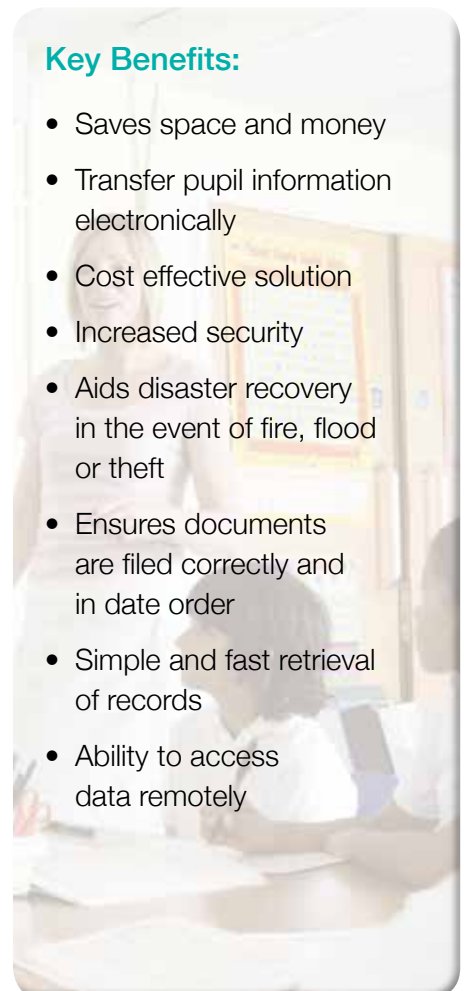
SIMS DMS Assistant has been designed to be a cost-effective solution and priced to be affordable for all schools currently using SIMS. The price is based on a single annual site basis and includes as many scanning devices as required at no extra cost. Contact us now for a quote.

Key Benefits:

- Saves space and money

- Transfer pupil information electronically

- Cost effective solution

- Increased security

- Aids disaster recovery in the event of fire, flood or theft

- Ensures documents are filed correctly and in date order

- Simple and fast retrieval of records

- Ability to access data remotely

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SIMS DMS Assistant is easy to use and the uploading process is simple

1. Login to SIMS DMS Assistant and then select 'Generate Cover Sheets'.

The software is only required to be installed on the server and then any users on the network can access the solution.

2. Select student(s)

Choose from students/staff/contacts/agents in order to find the correct contact(s) to create barcode cover sheets for. Filters are available to help search/name search text entry boxes.
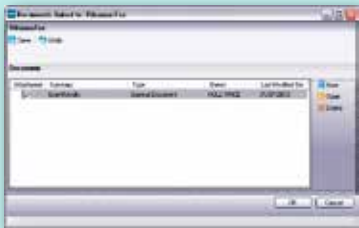
3. Generate a cover sheet for each student which features a barcode

After selecting the contact and pressing 'Generate Cover Sheets', this window appears which enables the user to select document type, status and entry and additional information or keywords.

6. SIMS DMS Assistant then sorts and uploads them to relevant students files.

5. Scan the documents through the scanning device.

4. Place the documents to be scanned behind the related cover sheet.

Using the Indexing Feature document retrieval is also effortless

1. Login to SIMS DMS Assistant and select 'Search Documents'

2. Simply enter a keyword into the search box and press search.

3. SIMS DMS Assistant will then bring up a list of documents which are linked to the search criteria. Extract and open the relevant document.

DIGITAL LINK

SIMS DMS Assistant is powered by Digital Link Solutions

From A Name You Can Trust

SIMS DMS Assistant is exclusively distributed by BITS (Business I.T. Systems Ltd) who have been in the industry for over 20 years. We are a UK company with our Head Office located in Surrey and have a team of experienced technical staff, so you can rely on us to provide you with comprehensive support whenever you need it.

BITS

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