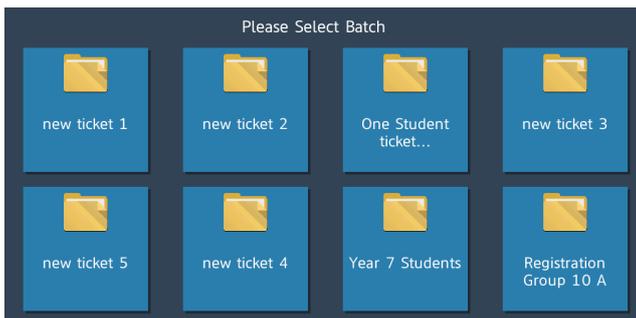




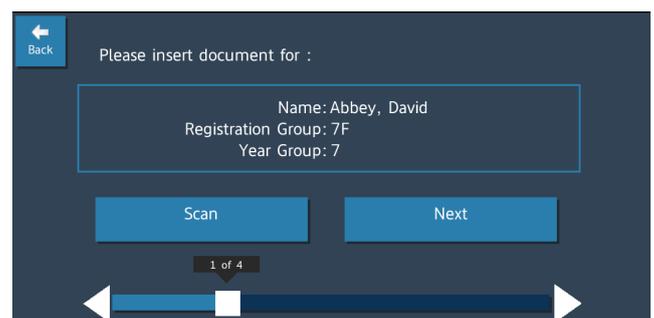
## DMS Assistant for SIMS is now Embedded on Sharp devices

Utilising the Sharp OSA platform, scanning documents to SIMS with DMSA is now even easier. Simply create a batch of students or staff that you wish to scan against then use the device's inbuilt display to scan in multiple documents effortlessly.



Use the DMSA web portal to generate a batch of students from SIMS to store documents against.

All currently available batches will be shown on the device and once they are completed will disappear.



Selecting a batch will prompt you to insert the documents for that student. Then tap "scan" to have the documents automatically stored into SIMS under that student.

## Document Management Server Assistant for SIMS

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 DMS Assistant for SIMS. It has been developed to enable office staff to quickly and easily turn piles of paperwork into electronic documents, including students record and staff information to be scanned and stored directly against a record without having to waste time scanning individual documents.

### Key Benefits:

- Saves space and money
- Transfer pupil information electronically
- Cost effective solution
- Increase security
- Aids disaster recovery in the event of fire, flood or theft
- Ensure documents are files correctly and in date order
- Simple and fast retrieval of records
- Ability to access data remotely

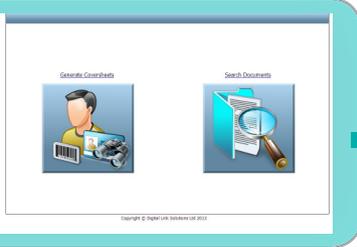


# Document Management Server Assistant for SIMS

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

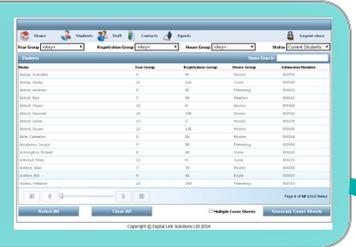
1. Login to DMS Assistant and then select 'Generate Cover Sheets'.

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

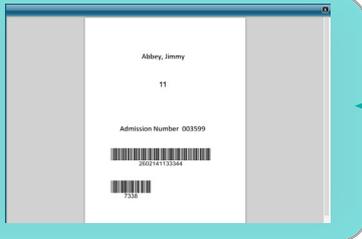


2. Select student(s).

Choose from student/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.

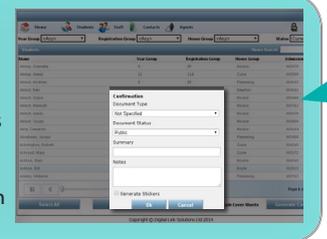


4. Place the documents to be scanned behind the related cover sheet.



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.

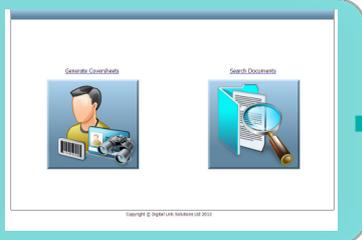


5. Scan the documents through the scanning device.

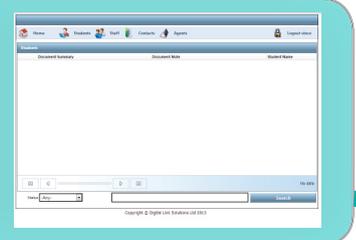
6. DMS Assistant then sorts and uploads them to relevant student files.

Using the Indexing Feature document retrieval is also effortless

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

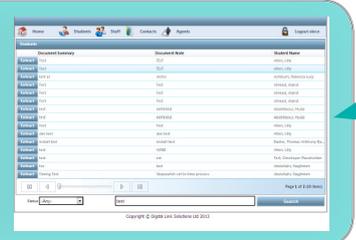


2. Simply enter a keyword into the search box and press search.



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 quickly and easy 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.

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



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.

The Indexing Feature allows users to search for documents currently in the system based on the additional criteria entered during the upload process.

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 DMS Assistant numerous documents for one or many students can be scanned and uploaded against records at once.

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.

DMS Assistant for SIMS is developed by Digital Link Solutions Ltd.



104A Roebuck Road, Chessington, Surrey  
KT9 1EU  
T: +44 (0)20 3258 4020 F: +44 (0)20 3258 4030  
E: info@bits.uk.com www.bits.uk.com