

# RMS PRO

## RECORDS MANAGEMENT SOLUTIONS

Casinos: Incident Reports, Employee Background Checks, Personnel Files, Financial Records

#### **Housing Authorities:**

To Manage Property, Payments, Repairs and Occupancy & Procurement

#### **Indian Health**

**Services:** Assist in Managing Patient Files, Hospital Expenses and Employee Files

**TERO:** Employment Statistics, Jobs Skills Bank, Referrals, Certified Payroll Reports, Work Permits, Compliance Plans, Field Reports and EEOC Complaints

#### **Education:**

Electronically Store Student Transcripts, Transfers, Expenses and Payroll

#### **Tribal Court Systems:**

Track Cases, Adult and Juvenile Records, Legal Issues

Resolutions: Quickly Access Resolutions for Tribal Council Meetings. Post Them on the Network for all Authorized Agencies to Review

Head Start, Social Services, Grants & Donations, Law Enforcement Offices and LIHEAP

#### What is RMS Pro?

RMS Pro is an electronic filing system that replaces file cabinets and paper documents with an easy-to-use software solution. RMS Pro allows you to easily scan, import, and retrieve documents effortlessly, in a multi-user environment.

- **User Interface** RMS Pro uses a modern user interface with simple navigation.
- Search Tags RMS Pro allows you to easily tag documents custom document tags. These indexes support a number of data types such as:
  - Text This is a free-form text field. All text indexes can be searched using auto-complete.
  - Date Associate any date with your document (e.g. Hire Date, Contract Date, etc.)
  - List Items Create lists to tag your documents (e.g. Document Type, Unit #, Member #, etc.)
  - Number Any decimal-based number (Resolution #, Tax Year, etc.)
  - Boolean Represents values like Yes/No or True/False. (e.g. Is Member?, Is Active?, etc.)
- Required/Optional Tags RMS Pro allows you to designate tags as required or optional.
- Search Results Search, sort, and view all documents matching given tags.

#### What is NEW in RMS Pro?

- Dynamic Search Full word search of tags.
- Print Print directly from RMS Pro.
- Email Full integration with Outlook's latest version. Email documents with ease.
- Export Reports to Excel

#### **Offsite Backup Cloud Storage**

Cloud storage is available for all your irreplaceable documents. This will give you peace of mind that your personal documents or your business documents are safe.

To schedule an on-site or remote demo please contact:

**Records Management Solutions Inc.** 

#### **ROBERT CLOOTEN**

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#### Car Dealerships:

New Car Deals, Used Car Deals, Repair Orders, Employee Background Checks, Personnel Files, Financial Records

#### **Elderly Housing:**

To Manage Property, Payments, Repairs and Occupancy

#### **Health Services:**

Assist in Managing Patient Files, Hospital Expenses and Employee Files

#### **Auto Shop:**

Repairs, Orders, Inventory Parts, Accounting, Invoices

#### **Schools:**

Electronically Store Student Transcripts, Credits, Expenses and Payroll

#### **County Clerk Office:**

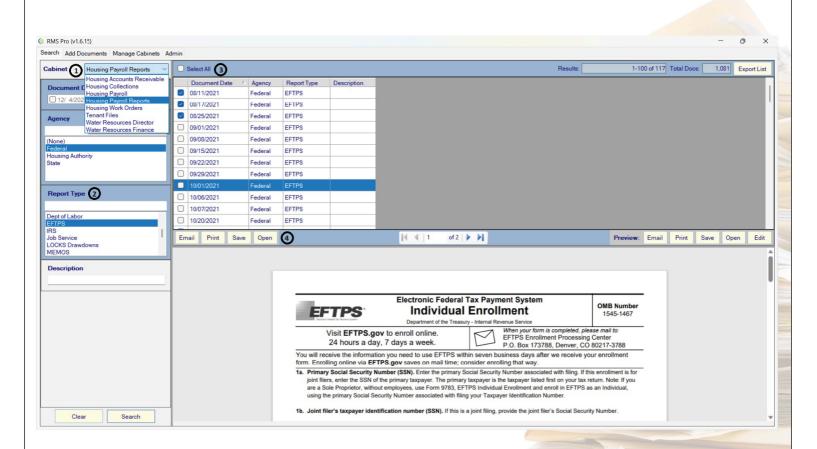
Track Cases, Adult Records, Legal Issues, Land Deeds

Farming Companies, Electrical Companies, Car Dealerships, RV Dealerships, Churches, Funeral Homes, Plumbing Companies, Freight Companies



### The NEW RMS Pro from Records Management Solutions

- 1. Custom built eCabinets to fit YOUR program.
- 2. Custom designed tags to match how YOU file and search for documents.
- 3. Filtered search results.
- 4. In-app control of what YOU want to do with YOUR documents.



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