



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



RMS PRO

RECORDS MANAGEMENT SOLUTIONS

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.

RMS Pro (v1.6.15)

Search Add Documents Manage Cabinets Admin

Cabinet: Housing Payroll Reports

Document: Housing Accounts Receivable, Housing Collections, Housing Payroll, Housing Payroll Reports, Housing Work Orders, Tenant Files, Water Resources Director, Water Resources Finance

Agency: (None), Federal, Housing Authority, State

Report Type: Dept of Labor, EFTPS, IRS, Job Service, LOCKS Drawdowns, MEMOS

Description:

Document Date	Agency	Report Type	Description
<input checked="" type="checkbox"/>	08/11/2021	Federal	EFTPS
<input checked="" type="checkbox"/>	08/17/2021	Federal	EFTPS
<input checked="" type="checkbox"/>	08/25/2021	Federal	EFTPS
<input type="checkbox"/>	09/01/2021	Federal	EFTPS
<input type="checkbox"/>	09/08/2021	Federal	EFTPS
<input type="checkbox"/>	09/15/2021	Federal	EFTPS
<input type="checkbox"/>	09/22/2021	Federal	EFTPS
<input type="checkbox"/>	09/29/2021	Federal	EFTPS
<input checked="" type="checkbox"/>	10/01/2021	Federal	EFTPS
<input type="checkbox"/>	10/06/2021	Federal	EFTPS
<input type="checkbox"/>	10/07/2021	Federal	EFTPS
<input type="checkbox"/>	10/20/2021	Federal	EFTPS

Results: 1-100 of 117 Total Docs: 1,081 Export List

Email Print Save Open

Preview: Email Print Save Open Edit

Visit **EFTPS.gov** to enroll online. 24 hours a day, 7 days a week.

When your form is completed, please mail to:
EFTPS Enrollment Processing Center
P.O. Box 173788, Denver, CO 80217-3788

You will receive the information you need to use EFTPS within seven business days after we receive your enrollment form. Enrolling online via **EFTPS.gov** saves on mail time; consider enrolling that way.

1a. **Primary Social Security Number (SSN).** Enter the primary Social Security Number associated with filing. If this enrollment is for joint filers, enter the SSN of the primary taxpayer. The primary taxpayer is the taxpayer listed first on your tax return. Note: If you are a Sole Proprietor, without employees, use Form 9783, EFTPS Individual Enrollment and enroll in EFTPS as an Individual, using the primary Social Security Number associated with filing your Taxpayer Identification Number.

1b. **Joint filer's taxpayer identification number (SSN).** If this is a joint filing, provide the joint filer's Social Security Number.

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