box-it ®

documents are our business

Omnidox
Records Manager

Take control of your physical archives. Omnidox Records Manager (ORM) enables you to manage your physical records online, providing ONE centralised view of all archive activity across all storage locations.

ORM is a highly powerful, yet user friendly web-based archive management system developed for tracking archived paper records. It has comprehensive search, retrieval management and reporting functionality. It forces consistent classification, improves accuracy and ultimately drives best practice in records management.

Managing paper archives can be a challenge for many organisations. This is very often made worse if a business has physical records stored at more than one location, with different departments managing their own archives. Inconsistency and the inability to consolidate systems are common problems. ORM from Box-it is an innovation that takes the pain out of managing paper.

ORM is a secure web based portal developed on the back of Box-it's award-winning Omnidox technology and our expertise in the records management sector. ORM gives you central control of your entire physical archive inventory with the ability to track, monitor and manage all movement of boxes and files online. It also has exceptional search, retrieval and reporting functionality and has been designed to 'force' consistent classification for efficient and accurate records management.

Rather like an online shop, ORM has 'add to basket' features which allow you to place orders for retrievals and collections. You can also add boxes and files to your archive content. Quick to implement and very user-friendly, it is being used by our document storage clients of all sizes from SMEs to multi-nationals. What is more, our clients can't praise it enough!

Imagine being able to have one web based system for managing, tracking and controlling the activity of all your paper archived records. Imagine a system that could be configured to your business needs; a system that forced consistent classification and accuracy of data entry; a system that bridged the gap between paper and electronic document management. Well, with Omnidox Records Manager from Box-it, now you can.

ORM is Box-it's Cloud based system for managing your physical archive inventory online, providing everything you need for best practice and compliance. It is a secure, user-friendly system that is quick and easy to implement, and has extensive capabilities. ORM has been designed to 'force' consistent classification which is vital to efficient records management.

It enables you to place orders for retrievals, collections and archive box supplies online, and provides a proven system for efficiently tracking, monitoring and managing archives stored at one, or multiple locations.

ORM also has exceptional search, retrieval and reporting functionality while prompted scheduled actions, such as review reminders, are an invaluable aid to document lifecycle management.

ORM can be enhanced further with the option of MI Dashboards for high level archive status reporting.

Single view of records – one solution for multi-site archive management

One central web portal with secure user log-in to control all your physical archives stored locally and remotely. This means you have a single log-in to access activity across all departments within your organisation, and all storage facilities, with the added convenience of being able to do this remotely from any device/location with internet access.

Instant Information – to help you stay in control

Information is displayed relating to box and file content. View barcode information, review dates, box/file contents and descriptions, and the current status of each box/file. ORM tracks all movement in and out of storage. It records the full history of a box/file, giving information on any changes that have been made, and who made the changes. It also details whether a record has been destroyed, and when and who approved this action.

Secure online ordering – for convenience and efficiency

Place orders online relating to your physical archives. You can order retrievals and collections of files and boxes, as well as archive box supplies and barcodes. Retrieve your records by physical delivery, or electronically, via Scan on Demand. User-friendly, simply add items to your basket and click 'place your order'. Similarly add files and boxes to your inventory as and when you want to place them into storage, and request a collection to add these to your archive. You can even add a loose file to an existing box.

Comprehensive records management tools – for greater compliance

ORM provides a wide range of administrator tools for activity based reporting, automated prompts for scheduled actions (such as review dates) for document retention and lifecycle management, as well as detailed audit trail reports. You can view a box or file's full history. For example, see all order details and who has requested them; and manage archive integrity through the items retrieved and not returned to storage report.

Agile search and retrieval – the ability to refine searches

Online search and retrieval of archive content is quick, efficient and instant. ORM allows you to filter searches at box and file level, by your specified criteria, with the ability to export your search results to a spreadsheet for further analysis.

Consistent classification and configurable fields – exceptional accuracy and flexibility

Drop down menus constrain data format and mandatory field options ensure consistent classification and better accuracy of input data, forcing users to conform by adding the required inventory data. Fields can be configured to suit different departments and locations within your organisation.

User controls and permissions – robust security

Users can securely access the archive inventory from anywhere, at any time. Omnidox is accessed via a secure web browser (https) and hosted on secure UK based servers. Individual user roles and permissions can be set to ensure each user only views what they are allowed to.

There is the opportunity to enhance ORM with Management Information Dashboards, taking paper records management into the 21st century.

MI Dashboards - Powerful information at a glance

The use of highly visual dashboard apps for clear, quick, user friendly reporting of information is commonplace in our everyday lives.

MI Dashboards from Box-it, for use in conjunction with Omnidox products, delivers high-level real-time reporting on the status of your physical archives, giving you a clear visual overview of activity.

This means you have access to powerful information across the whole of your organisation's archive content at a glance. Information that is available almost instantaneously, enabling you to accurately monitor and manage all your archive activity.

For many organisations, it would normally take time and resources to ascertain and consolidate this level of management information. And for some, it would be impossible. MI Dashboards provide the ultimate in dynamic reporting.

MI Dashboards also enables more comprehensive reporting such as:

- Percentage of active records, and whether they are in or out of storage
- Items that have never moved out of storage
- Destruction activity by year, month and week, or a defined date range
- Records with no review date, or where reviews are overdue
- Review new deposits to archive by year, month and week, or a defined set of dates
- Records that have not been returned to archive within a specified date range
- Review who has requested retrievals, when they were made and follow up if necessary

Get in touch with your local Box-it regional office to request a free ORM demonstration today.

Supporting services provided by Box-it nationwide include:

- Document storage throughout the UK, Ireland and Isle of Man
- Fully tracked retrievals (physical or Scan on Demand) and collections
- Archive cataloguing
- Confidential destruction
- Digitisation and data capture
- Omnidox electronic document management solutions
- Business process management
- Archive box supplies

Local service, national reach

Our knowledgeable, friendly personnel at your local Box-it regional office are on hand to help with those urgent and non-urgent requests, as well as any general enquiries you may have. We are proud of our reputation for excellent customer service. Wherever you are based, Box-it has the facility offering document management solutions within easy reach.

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SCOTLAND

NORTHERN REGION

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BELFAST

ISLE OF MAN

YORKSHIRE   HUMBERSIDE

DUBLIN

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WEST MIDLANDS   SOUTH MIDLANDS

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SOUTH (HEAD OFFICE)

boxit.co.uk
0800 220 707 Freephone
sales@boxit.co.uk

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