



**info holdings**

SREM®

**SMART RECORDS MANAGEMENT**



**RECORDS MANAGEMENT  
DATABASE**

SREM©

# Some of the challenges which SREC can help you fix

## 1. Tracking physical documents

With or without computers we will all have important physical files and documents we want staff to share.

This package will tell you the physical files that are out the registry or Filing Office, their ids and when they were taken out, in whose office they are in or who has them, the date and time they got there.

## 2. Collect Records on File Usage.

As people go about their day-to-day business they may use manual or electronic documents to access the information they need to make a decision or get their job done.

The Records Management (RM) package will automatically capture the details of the documents used, which office or computer used them and when. All this is done without the involvement of the user – they just go about with their job.

## 3. Monitor Documents Utilization

Your Registry or Filing Office holds data resources that the organization has spend years or decades to build. Because the system keeps track of which office got which document and when, it helps you monitor utilization.

This will help you to re-organize your documents in formats that allow easier access and retrieval.

## 4. Provide Utilization Reports and Statistics.

At the press of a key you will be able to see access and utilization of individual documents.

## 5. Control access to records.

Secure your documents and records and provide access on a need to know basis. This will ensure confidentiality of records and still provide flexible access to essential data resources. You can even setup the system to start an alarm when it sees certain documents pass a certain checkpoint.

# Benefits of Smart Records Management -SREC

- ❑ Automatically identifies the documents as they move from one office to another. This happens without human intervention.
- ❑ Again without human involvement it logs onto the database the ids of documents that have entered a certain office, including the date and time.
- ❑ Retrieve documents from stacks and stacks of files, in no time at all by using appropriate supporting electronic devices.
- ❑ Capture the document management records into MS Excel or any other software tool you might want to use to help you documents tracking.
- ❑ When your budget allows you can implement the package with a database application so that you can generate reports and statistics at the click of a mouse.

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## SREM Outline - How the SREM will work.

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### 1.1 DT (Documents Tracker) for Tracking Documents

When we setup and install appropriate EDL hardware and software for any section on your organization, this will automatically capture the ids of documents as they are moved from one office to another. All this is done with no human intervention.

The DT collects and captures documents ids regardless and this is done 24/7 so long as it sees the documents it was instructed to track.

The possible events that can trigger the DT to capture data are; when a document is seen entering or leaving any office, or when a document is seen passing through designated checkpoints.

**Here are some of the departments or sections in which documents management will boost productivity.**

- **Registry**
- **All offices that utilize documents**
  - Without human intervention the Document Tracker (DT) can capture the IDs of any files or documents that enter or leave an office, including the date and time that they left or arrived.

All this is done automatically as your staff goes about the daily business. The Registry will be able to tell which documents went into which offices even if they did not deliver the files themselves.

**\* Although it is an advantage, you don't have to be computer literate to use this equipment nor do you need to have a computer.**

When the storage of the DT machines is filling up, it can even warn you so that you can download its contents to a flash or external hard drive. Therefore you will never lose any of your document tracking records.

With a little bit of work, we can even configure the DT so that it automatically downloads records to an external hard drive when its internal capacity fills up to a certain level.

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## **SREM Outline - How the SREM will work.**

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Retrieve individual files or documents in seconds when you need them – just point the mobile DT (Document Tracker) to a stack of files and you will see the file you are looking for.

- **Documents Management Database**

You have the option of incorporating any of the Document Trackers above with an appropriate database application we can set up and configure for you.

You will then be able to

- Monitor individual utilization of certain files
- Maintain individual document profiles
- Extract various reports and statistics on document access and uses.
- Use the database reports to guide you in streamlining your documents to support your operations.

For further information please call us on (211) 263208 email us at [info@infoholdings.com](mailto:info@infoholdings.com)

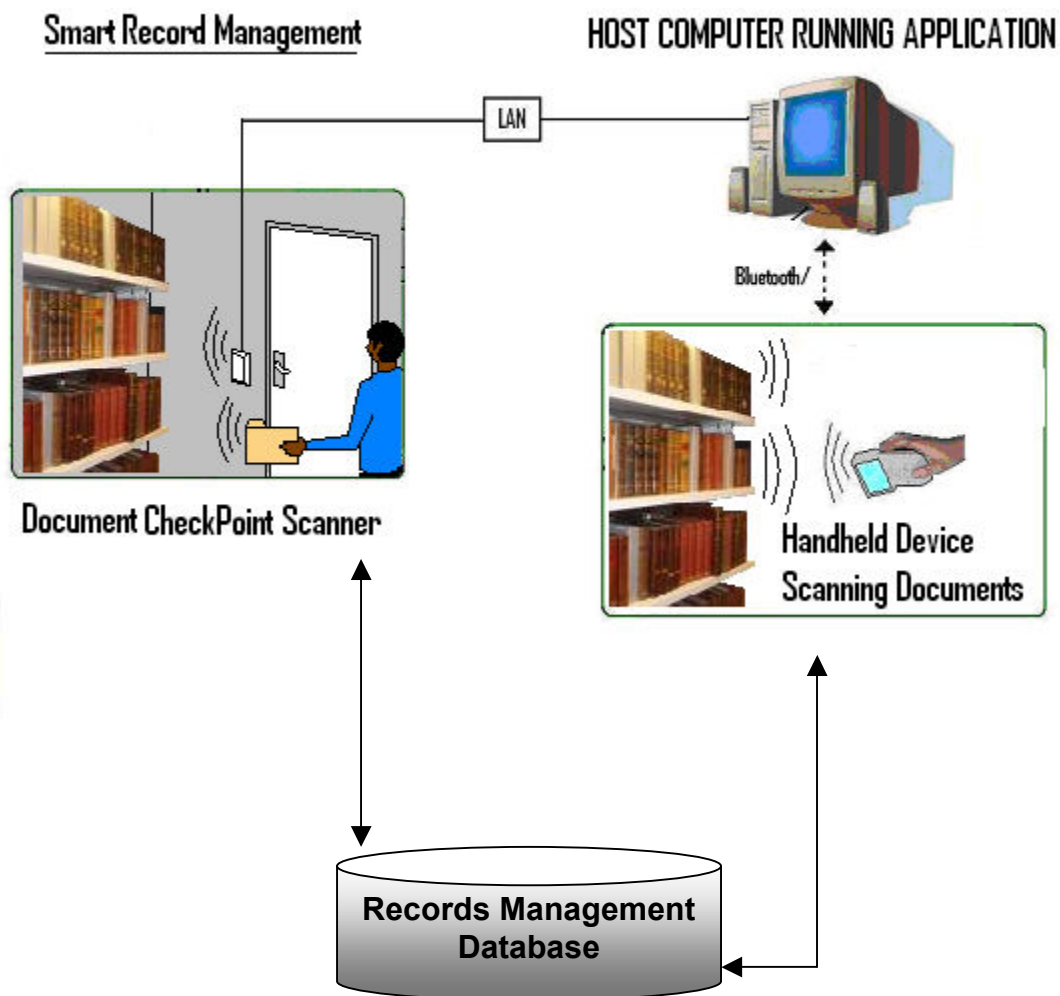
More detailed information is also available on our web site at <http://www.infoholdings.com>

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## SREM System Outline cont'd

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This Database component requires a computer that will be linked to any or all of the EDLs. The diagram below summarises the above details.



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## Deliverables

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### Basic Plan

- Business Analysis
- 1 X Fixed Document Tracking machine (DTM) covering specific offices e.g. Registry or any other offices,
- One day Training for up to 4 key users.
- Support Services (This involves the repairs and maintenance to be done on supplied equipment as agreed on the terms of reference)
- **Integration with MS Excel or other Records management software tools. (Optional)**

### Basic Plus Plan

- Business Analysis
- 1 X Fixed Document Tracking machine (DTM) covering specific offices e.g. Registry or any other offices
- 1 X Mobile DT machine. This will help you retrieve files or documents in seconds even from an office with stacks of files.
- One day Training for up to 4 key users
- Support Services (This involves the repairs and maintenance to be done on supplied equipment as agreed on the terms of reference)
- Documents Tracking Database (software used to guide and inform, generate vital reports, and provide the details of documents tracked.)

### Premium Plan

- Business Analysis
- 1 X Fixed Document Tracking machine (DTM) covering specific offices e.g. Registry or any other offices
- 1 X Mobile DT machine. This will help you retrieve files or documents in seconds even from an office with stacks of files.
- One day Training for up to 4 key users
- Support Services (This involves the repairs and maintenance to be done on supplied equipment as agreed on the terms of reference)
- Documents Tracking Database (software used to guide and inform you, generate vital reports, and view the details of documents tracked.)
- Includes all aspects of the Basic Plus Plan, with the addition of a single **Smart Document Shelf**, Users are asked for a security clearance before they can take a document and use it. A system administrator can grant access to certain documents. User ID's will be verified using fingerprint technology. Additional shelves will be added accordingly as and when the customer requires.

### Document tracking Tags

For all the above plans document tags are required and these are purchased separately.

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## Quotation

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1. Basic Plan – (delivered in 3 weeks)

Total Cost: ZMK 22,000,000.00

2. Basic Plus Plan (delivered in 4 weeks)

Total Cost: ZMK 27,000,000.00

3. Premium Plan (delivered in 6 weeks)

Total Cost: ZMK 32,000,000.00

4. Document tracking Tags (Needed for all three Plans)

Total Cost: ZMK 2,500.00 each

**NB: The plans quoted above can change depending on the number of DT machines installed and the number of document or file tags required.**

**Payment Terms:**

1. At least 50 % with order.
2. Balance upon completion

For further information please call us on (211) 263208 email us at [info@infoholdings.com](mailto:info@infoholdings.com)

More detailed information is also available on our web site at <http://www.infoholdings.com>