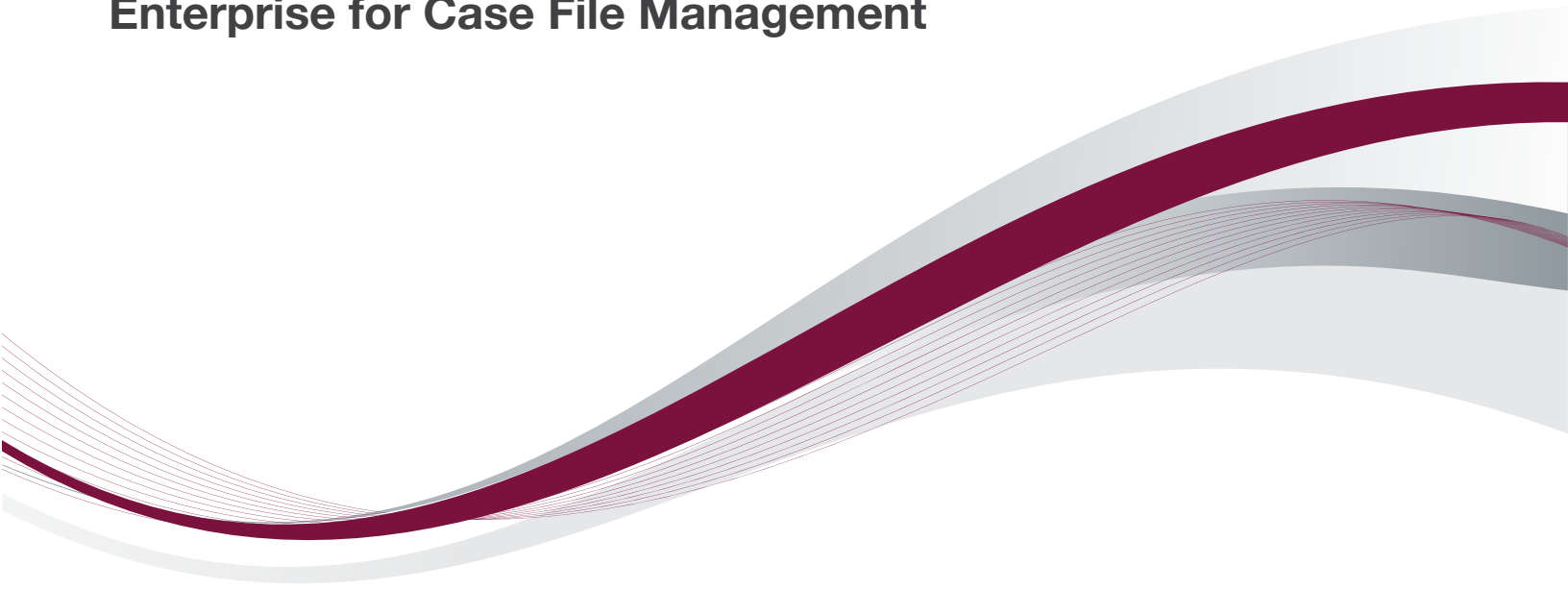


# Enterprise for Case File Management



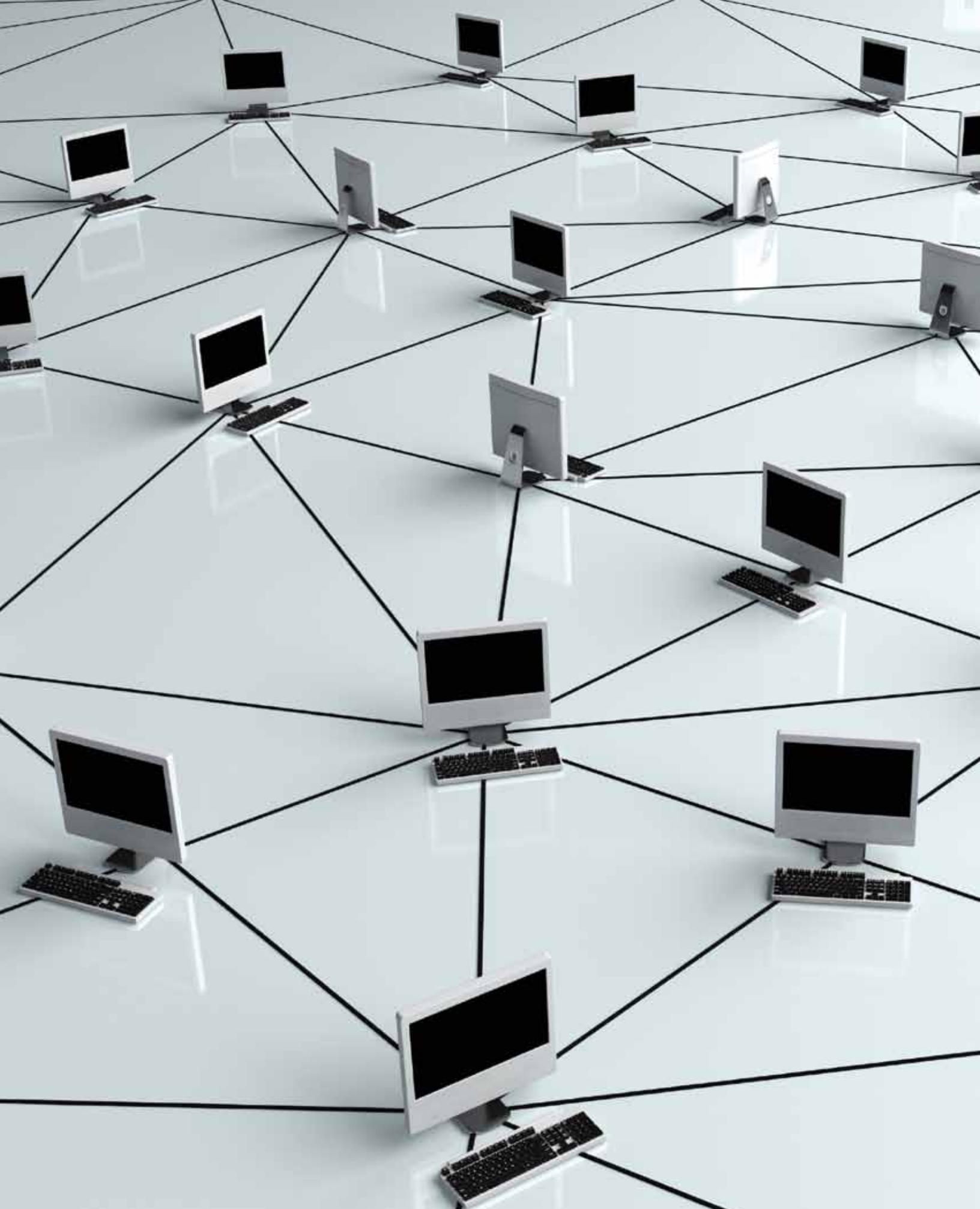
**TAB**  
fusionRMS

Managing physical and electronic records together.™



**TAB**

Technology  
Solutions



1.888.822.9777

# Enterprise Records Management System for Case File Management

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## **Want to increase your efficiency and better serve your constituents?**

County and city clerks and commissioners, human services agencies, and other essential local government units are under growing pressure to deliver more responsive service to other agencies and external constituents. But many are held back by the challenge of managing and tracking thousands of files and records, keeping information secure and up-to-date, locating and viewing records quickly, and making information available to authorized personnel when needed. And if your agency uses a mix of electronic and paper forms, the challenge is compounded.

## **TAB Solves Your Challenges**

TAB FusionRMS Enterprise for Case File Management innovatively combines bar code-based paper tracking with digital file and records management technology. Based on the needs of actual agencies like your own, TAB FusionRMS Enterprise is a comprehensive solution that makes it fast and easy to find information and keep it updated. And TAB gives you the confidence of working with the leading name in government records management solutions. With thousands of government users, TAB understands your needs for processing efficiency, accountability and audit ability.



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# TAB FusionRMS Enterprise works like you do

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TAB FusionRMS Enterprise for Case File Management is the only solution designed for local government agencies that automatically organizes and tracks both paper and electronic case files and records. Many government agencies choose TAB FusionRMS Enterprise because it is the most sensible and reliable way to automate manual processes and keep up with growing case loads. With TAB, all files and records—paper and electronic—are accurate, immediately locatable and accessible to all who need them.

**Features that improve your workflow processes include:**

## **Express Scanning / Document Imaging**

Imaging enables users to access documents directly from a PC. This has many advantages. When documents are used frequently, the constant retrieval and refilling of paper documents can be very costly and time consuming, compared with imaging. In an imaging application, the user is able to find and use documents on their own and the re-file process is completely eliminated. When images are scanned with a bar code header sheet, the images are indexed in the correct folder by document type and are ready for immediate use. Imaging may be used to address document retrieval within a department or work group. Fast, simultaneous access is the primary benefit of imaging. In addition to offering immediate access to documents, imaging reduces paper storage volume and increases employee efficiency.

## **Image Version Control**

To protect against electronic documents from being accidentally or intentionally altered, all modified documents are saved as a new document. Therefore, an original electronic document cannot be altered or modified. This protects the agency and its critical documentation.

## **Unique Paper and Digital Recordkeeping Capabilities**

You immediately know where case files are and if and when they can be destroyed or sent to off-site storage.

## **Flexible inventory Management**

TAB FusionRMS Enterprise makes case information easily sharable by everyone who needs it. Now, agencies can work hand in hand for fair and efficient handling of case exceptions, benefits delivery and case resolution.

## **Streamlined Workflow, Records Retention, Audit Trail, Chain of Custody and Reporting Features**

TAB FusionRMS Enterprise automates case file workflow and tracks all information at nearly any level of detail you need. Every case file has a detailed date/time-stamped history and audit trail. Case file information is always easily located and instantly viewable. Problems with mishandled or misplaced case file information are virtually eliminated. Records retention features ensure that all records—paper and electronic—are kept according to legal requirements and city and county mandates.



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# TAB FusionRMS Enterprise for Case File Management improves your service quality and satisfaction levels

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Meeting the needs of other government agencies and your external constituents is one of your biggest priorities. With TAB as your partner, you'll work faster and more efficiently and dramatically boost your service quality. And TAB FusionRMS Enterprise easily scales to meet your growing case file and records management needs.

## **TAB FusionRMS Enterprise provides:**

### **Sophisticated Inventory Management**

Improves case management response time by streamlining all aspects of managing case/client files, ensuring prompt delivery of benefits and timely case resolution.

### **Intuitive and Flexible Procedures and User Interfaces**

TAB Solutions require little training, and users increase productivity almost immediately. And TAB FusionRMS can also be easily customized to meet unique agency needs.

### **Comprehensive Audit Trail and Ad-Hoc Reporting**

TAB's automated audit trail and ad-hoc reporting capabilities virtually eliminate the potential for clients to "fall between the cracks" as they are placed, transferred or moved from one program area or agency to another.

### **Comprehensive and Configurable Security**

TAB's role-based security features control access to all types of case file information and content based on criteria you define. So users see only what they are authorized to see, and confidential information is protected.

### **The One Solution You Need**

TAB understands your needs for processing efficiency, accountability and audit ability. TAB FusionRMS Enterprise for Government solutions help government agencies manage all forms of information in one easy-to-use application that supports and improves everyday workflows. Only TAB combines all the features government agencies need.

### **TAB:**

- Improves government efficiencies and constituent services by automating manual records management processes.
- Manages records in all forms—paper and electronic—with one intuitive interface.
- Manages the complete lifecycle of government records.
- Improves security by controlling access to all types of government information and records.
- Makes it easy to spot bottlenecks and measure improvement.
- Provides an evolution path to completely electronic records management system.

# The Industry's Leading Solution Combined With the Industry's Best Service.

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Our team of professional and accredited support and service personnel provide a complete suite of support services designed to help you implement at your pace. From accessible tech support, to developing completely customized solutions, the TAB team is ready to help you meet your goals.

## **Organize, Simplify**

Imagine finding the solution designed to help you quickly and easily meet your needs. Imagine a complete support and training infrastructure standing by to help you meet your needs. Call TAB today to explore the ways we can bring your records management vision to reality.



**CONTACT ONE OF OUR REPRESENTATIVES TODAY.**

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