

GDO HR Personnel File

grace: digital office

Powered by **ELO**
Digital Office



Say Goodbye to Paper-based worries

Security and privacy are key concerns for companies when it comes to HR processes and the handling of personnel files. A breach in this area wouldn't only mean serious fines and reputational damage, but also internal distrust and division. Many of the risks regarding personnel data management stem from a paper-based system.

Traditionally paper files have been the accessible, and for many years the only option. In today's digital age, this is no longer the case. Paper generates additional costs through printing, maintenance and security, and while storing personnel files on hard drives is marginally better, this still provides limited security without inbuilt security systems.

The digitisation of your HR processes provides improved security while streamlining workflows.

The GDO Personnel solution helps you set up an electronic personnel file for standardised documents, regardless of the original format. Correspondence, such as email applications, reference letters and leave requests, are all stored in a central location.

User permissions and powerful encryptions ensure your continued compliance with data protection and relevant legislation, both within Australia and internationally. GDO also automates numerous processes to relieve employees from routine tasks while enabling form-based workflows, employee notification of deadlines and the simplification of the approval process.

Overall, GDO shortens processing times, cuts costs and increases data security across your HR processes.

Benefits:

Secure data capture and management


- » Central location for document management regardless of format
- » Simple integration into existing HR systems
- » Role and user- based access to protect data
- » Set up disposal guidelines to manage document deletion

Simple process control

- » Map organisational structure
- » Initiate work processes anywhere and any time
- » Quick and simple data analysis
- » Customisable templates to meet your needs

Fast data analysis

- » Log charges and access end to end
- » Automatically manage deadlines and appointments
- » Use custom dashboards to reveal and report on correlations
- » Compare Company data



For more information on how Grace Digital Office can help you, call 1300 164 614 or information@grace.com.au

Always more.

grace:

Grace Digital Office

Powered by **ELO®**
Digital Office

Grace offers an integrated solution encompassing the digitisation of documents from any medium for on demand access from any location, at any time via our data centre

Your Grace Digital Office will give you one central hub for managing data and documents, providing intelligent solutions to support your daily business processes. Grace Digital Office is an open architecture suite of world-class technologies providing storage, scanning, process improvements and compliance for the digital transformation of businesses. processes.

Grace's partners are 'best-of-breed' technologies, including ELO® Digital Office, which is one of the world's most successful document and records management developers.

Together, we have integrated the ELO® product suite into our solution ensuring a seamless experience for our customers.

The strong Grace and ELO® partnership provides our customers with the benefit of world leading technologies with Australian expertise.

iSearch

iSearch features numerous functions to help you find the information you need even faster, such as a range of intelligent filters for narrowing down the possible matches.

And, as soon as you start to type a search term, iSearch automatically displays suggestions related to the search term you entered as well as synonyms.

The search function in our solution not only looks up the metadata or keywording information, but also searches the full text contents of the actual document. The software then presents you with the most relevant information at a glance, so you can focus on your core business.

Business Solutions

With the Grace Digital Office in place we will be laying the groundwork for your success. Grace Digital Office helps you build the foundation for growing your business thanks to fast search functions, however, can be further enhanced with multiple tools for collaboration, automation and workflow and a range of different clients and mobile apps.. Your Digital Solutions Specialist will be able to show you how any of the Business Solutions can be included in your Grace Digital Office.

