

GDO

Records Management

grace: digital office

Powered by **ELO**
Digital Office



More than records management

Designed specifically for small to medium private, public and Government organisations, the GDO Records Management solution gives you the tools to increase efficiency, productivity and compliance.

This fast to deploy system combines record keeping with document and workflow management in a solution that is easy to implement, understand and use with a rapid return on investment. GDO's open architecture offers a modular approach that adapts to your changing needs.

Workflows, Information Capture and Compliance:

Translating governmental compliance into day to day business is a difficult process. GDO Records Management offers a flexible solution that adapts to your needs and workflows to ensure compliance while driving high user uptake, lower records management administration and reduced costs. However your organisation captures documents, GDO works in line with your existing workflows and preferences to reduce implementation time and the need for extensive training.

Our collaborative system allows employees to produce information feeds, comments, reviews and sticky notes that attach to records like metadata. Permissions are assigned on a user level, ensuring only authorised staff are able to view, modify or approve documents and records.

Supported by automated disposal rules that can inherit instructions from predefined business classification schemes, GDO reduces the need for external intervention. With a range of disposal trigger options available, records can be loaded into the system without having to worry about manually disposing of them.

Accessing and Analysing Information:

Records management is more than data privacy and compliance, it is ensuring information is in the right place and accessible to the right people. Every document in GDO is identifiable and accessible, with our comprehensive search functionality supporting report generation as necessary. Common searches can be saved and repeated as often as you like, with dynamic folders auto-populating reports without needing to start a new search.

Growing with You:

The flexibility of the GDO Records Management system means it can grow with you and adapt to your changing business landscape. Whether you're a team of three or three hundred, GDO will support your business functions and processes. Integrating seamlessly with existing applications such as Microsoft Office, GDO boasts an out of the box solution that is affordable and user-friendly

Beyond the GDO Records Management solution, we offer a range of additional tools and modules, including:

GDO Capture:

- » GDO EDRMS can capture and file your documents for easy retrieval from Microsoft Office or Lotus Notes, email or paper. Keyword functions and DIY workflows make document storage and retrieval a breeze.

GDO Name and Address:

- » Integrate your client database directly into GDO to use existing business processes and workflows, meaning you don't have to swap between software packages.

GDO Meeting Management:

- » Manage meetings and agendas, using predefined templates to generate agenda documents and meeting minutes while recording actions against specific items and tracking action status as necessary.

GDO Incident Capture and Process:


- » Track and manage incidents as your department encounters them by creating customised workflows, assigning specific tasks to predefined departments and using in-built escalation capabilities to manage incidents according to severity levels.

GDO eForms:

- » The eForms Module allows you to digitise paper-based forms and workflows, giving staff and customers increased flexibility when dealing with common departmental functions. These reduce paper waste, save time, increase productivity and cut manual data entry requirements.

GDO Mobile:

- » Improving accessibility for field staff, the GDO Mobile Module allows you to access your records anywhere, at any time. Whether from a smartphone, tablet or laptop, GDO Mobile removes the need for staff to be onsite to approve workflows or upload important information, all you need is an internet connection.



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

Always more.

grace:
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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.



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