



# RMS PRO

## DOCUMENT MANAGEMENT SOLUTIONS

**These are some of the applications we provide:**

**Casinos:** *Incident Reports, Employee Background Checks, Personnel Files, Financial Records*

**Housing Authorities:** *To Manage Property, Payments, Repairs and Occupancy, Procurement & Bar Coding*

**Indian Health Services:** *Assist in Managing Patient Files, Hospital Expenses and Employee Files*

**TERO:** *Employment Statistics, Jobs Skills Bank, Referrals, Certified Payroll Reports, Work Permits, Compliance Plans, Field Reports and EEOC Complaints*

**Education:** *Electronically Store Student Transcripts, Transfers, Expenses and Payroll*

**Tribal Court Systems:** *Track Cases, Adult and Juvenile Records, Legal Issues*

**Resolutions:** *Quickly Access Resolutions for Tribal Council Meetings. Post Them on the Network for all Authorized Agencies to Review*

### What's new in RMS Pro?

RMS Pro allows you to accomplish everything you could accomplish in SuperFileIt! and provides the following new features:

- User Interface – A modern user interface design using with a new look and feel and simplified navigation.
- Strongly Typed Indexes – SuperFileIt! used text fields for all Indexes – regardless of their purpose. That means that an Index that was supposed to hold a number or a date still allowed you to type anything into it. RMS Pro introduces strong data types to Index fields. A date field can only hold a date. A number field can only hold a number. Data Types supported by RMS Pro include:
  - o Boolean – Represented with a checkbox. Represents values like Yes/No or True/False.
  - o Date – A single date associated with a document (e.g. Hire Date, Contract Date, etc.)
  - o Number – Any decimal-based number.
  - o Single List Items – Allows you to select a single item from a standardized lists in an Index.
  - o Multiple List Items – Allows you to select multiple items from a standardized lists in an Index.
  - o Text – This is the only data type supported by SuperFileIt!
- Required Indexes – RMS Pro allows you to designate Indexes as required to ensure that required search fields always contain data.
- Search – RMS Pro enables a smart search on the strongly typed indexes. For example, if an Index is a Number or Date Index, you can search using a range of search values (from [start value] to [end value].)
- Search Results – Significant improvements have been made to search results. RMS Pro allows you to show and sort search results in a search result grid containing information that was previously unavailable in the results.

### When will RMS Pro available?

RMS Pro is currently going through Beta testing with live clients while administrative management features are being completed and a migration tool is being built to migrate your existing SuperFileIt! data to RMS Pro. RMS Pro will go through a phased release to existing customers to ensure a seamless transition. General availability is expected in the summer of 2020.

### Who can benefit from this service?

Among the specific organizations that can benefit from this but not limited to small or large businesses only. this can be used for personal use accordingly, with cloud storage available for all your irreplaceable documents , this will give you a peace of mind that your personal documents or your organizations documents are safe.

For additional information regarding our program & services, please contact:

**Records Management Solutions Inc.**

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### Car Dealerships:

*New Car Deals, Used Car Deals, Repair Orders, Employee Background Checks, Personnel Files, Financial Records*

### Elderly Housing:

*To Manage Property, Payments, Repairs and Occupancy*

### Health Services:

*Assist in Managing Patient Files, Hospital Expenses and Employee Files*

### Auto Shop:

*Repairs, Orders, Inventory Parts, Accounting, Invoices*

### Daycares:

*Electronically Store Student Registration, Transfers, Expenses and Payroll*

### County Clerk Office:

*Track Cases, Adult Records, Legal Issues, Land Deeds*

*Farming Companies, Electrical Companies, Car Dealerships, RV Dealerships, Churches, Funeral Homes, Plumbing Companies, Freight Companies*