



HUMAN RESOURCES DOCUMENT MANAGEMENT



Paperless Efficiency

Document Management Software

Gold
Microsoft Partner



ColumbiaSoft™

Document Management Software for Human Resources

Manage employee files, automate workforce procedures, and take command of forms with HR document management solutions using Document Locator.

Document Locator streamlines productivity inside the Human Resources department with paperless improvements to the most time-intensive and critical HR tasks.

Information can be searched and retrieved instantly from a computer, saving time. Even paper documents stored in filing cabinets can be scanned and converted into searchable digital files. Everything is secure and only authorized users can see and access HR records.

HR file management

Securely store and manage employee files, electronically.

In Document Locator, everything is secure and easy to find. Files are managed with consistency and organization, eliminating the risk of lost or misplaced records.

Workforce records are automatically filed in their correct location with structured naming and security. Integration with your HR system of record automatically updates employee status changes, for example new job titles, department, or manager. When new employees arrive, the system builds folder structures. When employees depart, their records are archived and retention is set.

Workflow and eForms further automate processes, improving efficiency. Reporting gives insight to improve processes and identify incomplete or missing employee records.

Employee onboarding

Accelerate onboarding with electronic forms.

Sophisticated eForms for onboarding include Employee Information, HR Review, and New Employee Provisioning.

New hires are systematically guided through onboarding to complete the I-9, W4, payroll deposit instructions, NDA, Employee Manual, and more. HR reviews and approves the information, and attaches employee identification such as driver's license or passport. Finally, managers and staff are notified to begin provisioning materials and access for the new employee.

Go paperless

Manage HR files electronically and improve efficiency. Filing cabinets are eliminated and everything is secure.

Automate procedures

Use workflow to route files for review and approval, eliminating the need to send and track files manually.

Remote Web access

Extend the reach of information beyond the office walls. Authorized users can access files from any location on a computer, tablet, or smart phone.

Search in seconds

Find what you are looking for with full-text and keyword searching, with search terms highlighted.

Improve compliance

Record a history of every action, and capture a record of approvals and acknowledgements.

Simplify retention

Hold records in compliance with retention requirements using electronic records policies.



A platform for HR document management



Version Control

Get the latest version, view and promote versions, and capture an audit trail of changes.



Document Scanning

Incorporate paper files and make them fully-text searchable.



Searching

Instantly search and retrieve files, use custom searches and saved searches to find documents again later.



Outlook Integration

Capture email records to manage and share email communications.



Metadata

Categorize files with descriptive facts to improve organization and findability.



Regulatory Compliance

Maintain compliance with retention policies and document logs.



Folder Structures

Automate folder structures for consistency and easy repeatability.



Accurate Reporting

Validate compliance and improve accountability with built in reporting.



Workflow Automation

Improve business processes with automated routing and electronic approvals.



Forms and Templates

Manage and publish forms, electronically.



Security

Role-based security means only authorized users can see and access files.



Reminders

Set reminders to be notified when action is needed.



ColumbiaSoft™

ColumbiaSoft is a leading document management solutions company.

Since 1998, we've been helping businesses and organizations improve efficiency and reduce risk. Our solutions are fully integrated with Microsoft and other leading software technologies, making it easy for people to use.

Contact us to learn more.

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