



PeopleAdmin **Records**

Streamline and automate the most complicated, frustrating, and time-consuming records and process management tasks.





Take the legwork out of previously paper-based recordkeeping processes with smarter workflow and document management

Are you spending too much time shuffling paperwork from desk to desk or inbox to inbox? Are you tired of struggling to track the acknowledgement of annual mass paperwork distribution, such as your Title IX handbook?

A digital recordkeeping and self-configurable workflow and document management solution can help eliminate the constant need for signatures and approvals, various tracking spreadsheets, and monitoring multistep processes and workflows.

PeopleAdmin's Records is more than a digital file cabinet; it's a powerful, customizable process management solution for streamlining and automating the most complicated, frustrating and time-consuming tasks and workflows.

Simplified exit processing

Ensure consistency and process adherence when employees leave your institution with customizable workflows for employee retirement, voluntary resignation or termination.

Mass document distribution management

Save resources and frustration by eliminating printing, hand-delivering, and manual retrieving from annual paperwork acknowledgement processes, such as Title IX handbook distribution.

Customizable e-forms

Build and customize the forms you distribute in Records for seamless, paper-free filing of policy forms, IT equipment replacement requests, and more.

E-signatures, automatic workflows, reminder alerts

Eliminate printing, signing and scanning with e-signatures

Automate reminders to employees so you're not left chasing missing forms.

Features & Benefits

Institution-wide organization, efficiency and consistency

Audit preparedness

Secure document storage

Accurate record of process workflow history

Improved employee engagement and retention

Easy, online document storage

Real-time reporting and status monitoring

Retention rules and policies documentation

Set the life span of documents — whether it's a few months or many years, so you're always in compliance and audit-ready.

Progress tracking

With user-friendly reports and dashboards, see what each employee is missing, what's due and what's expiring.

Anytime, anywhere access

Enjoy quick, secure mobile access to critical documents at your fingertips with iPad, iPhone and Android compatibility.

A higher degree of talent management.

For more information, please call 877.637.5800 or visit peopleadmin.com



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