

# DocuWare for HR Teams

Read our guide to DocuWare for HR. Realise the potential of your files & data. Make your teams more efficient.





**Get ready to deliver a whole new level of expertise, transparency and value to your colleagues. Restore have supported HR Teams to centralise, organise and secure their employee records – improving processes from recruiting to annual reviews to talent management, whilst easily and securely complying to GDPR.**

# DocuWare drives value from day one

## Go paperless

Digitalise your paper records and eliminate disorganised shared drives. Organise all records in one secure home and access critical information within seconds.

## Ensure privacy

Give your entire organisation peace of mind when you protect sensitive employee information with secure access rights and data encryption.

## Support self-service

Make significant strides in empowering individual employees, managers and HR colleagues with self-service capabilities, from basic searching to portal integration.

## Stop wasting time

Repetitive and manual data entry, endless searching for documents, emailing unresponsive managers and other menial tasks can all be simplified and automated.

# How does DocuWare work?

Start simple: provide a central, secure home for each employee's documents. Then introduce key workflows when you're ready to standardise processes and approval chains.

## Recruiting

Create job posting, efficiently manage the influx of resumes, and use workflow to aggregate feedback from internal stakeholders.

## Talent pool

Build a centralised pool of qualified applicants for current and future openings. Search across CVs, cover letters and applications.

## Onboarding

Give employees the best possible start by minimising busywork and ensuring laptops and other equipment are ready to go on day one.

## Time-off management

Give employees the power to request holidays, personal time or medical leave – and track it all from one location.

## Legal compliance

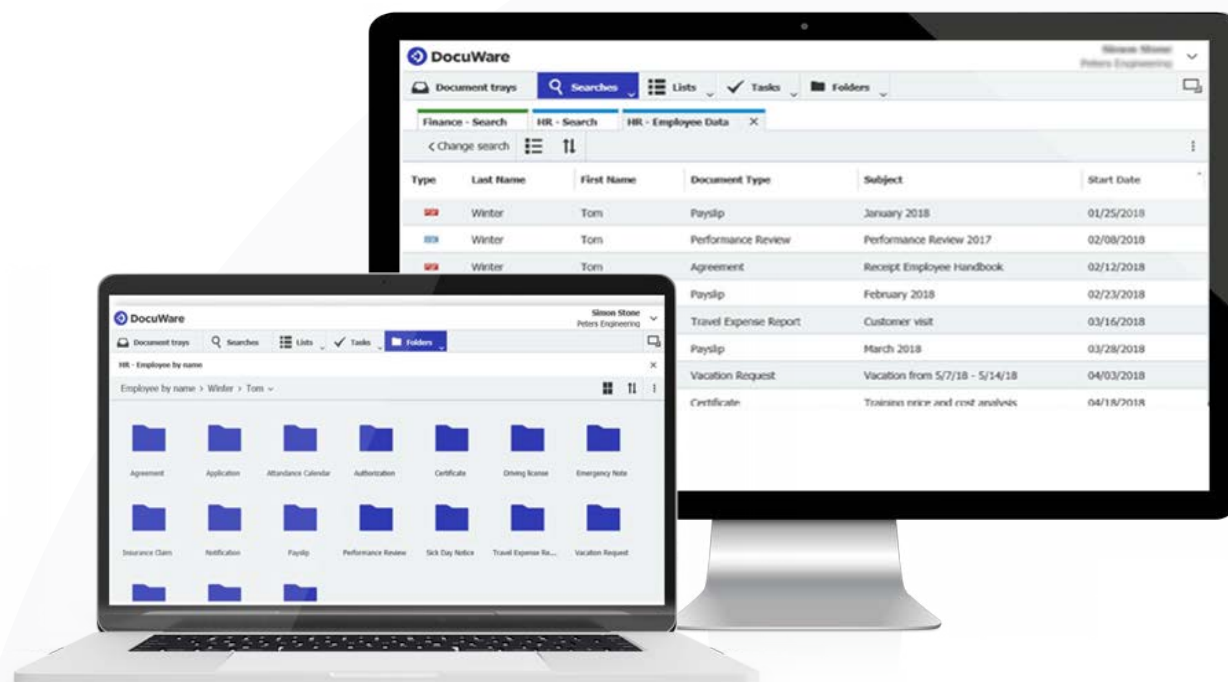
Keep confidential information safe with access rights and retention policies to comply with GDPR.

## Certifications

Manage certification, applications and renewal reminders for all employees, including trainees.

## Employee separation

Automating this process with explicit tasks to ensure nothing is missed and the exit process is completed accurately.



# DocuWare is ready for teams of any size and shape

## Easy cloud model

Simple subscription pricing with no gotchas – every feature is unlocked on day one.

## Outlook ready

Runs happily alongside Microsoft Outlook for easy access right from your email.

## Solo or together

Integrate with other apps or run the solution as standalone.

## Your pace

Start small (just get rid of paper!) then extend when you're ready.

# Real benefits for HR Teams

## Demonstrate expertise

No amount of HR competence will help if your processes can't provide a path for your employees to follow your lead. Build confidence as a reliable business partner.

## Maintain transparency

Your colleagues are counting on a neutral, transparent business partner. Stay objective through the toughest HR days with secure records and dependable approval workflows that protect you, your team and the company.

## Focus on results, not process

By establishing a rock-solid and compliant base of secure personal records management and processes, you can focus on why you entered into HR in the first place: helping colleagues navigate recruitment, onboarding, annual reviews and more.

## Be ready for the exceptions

The world of human resources guarantees one thing: there are always exceptions. With flexible process management and the ability to craft ad hoc workflows, it's no trouble to handle whatever the day throws at you.

# DocuWare: providing big leaps in day-to-day productivity

## Go paperless

Get rid of paper once and for all. Convert the stacks of paper overwhelming desks into fully searchable and usable digital documents.

## Secure confidential data

Protect yourself, your employees and the organization with controlled access rights, data encryption and modern privacy models.

## Digitise forms

Convert annoying PDF and paper forms into efficient (and easily changeable) web forms and stop wasting time with redundant data entry.

## Empower self-service

Not only can your HR team see documents and workflow status from anywhere and on any device, but every employee can securely access their individual records.



## Access versions

Use flexible version control to maintain a careful record of dynamic documents like contracts for quick reference to previous changes.

## Own your information

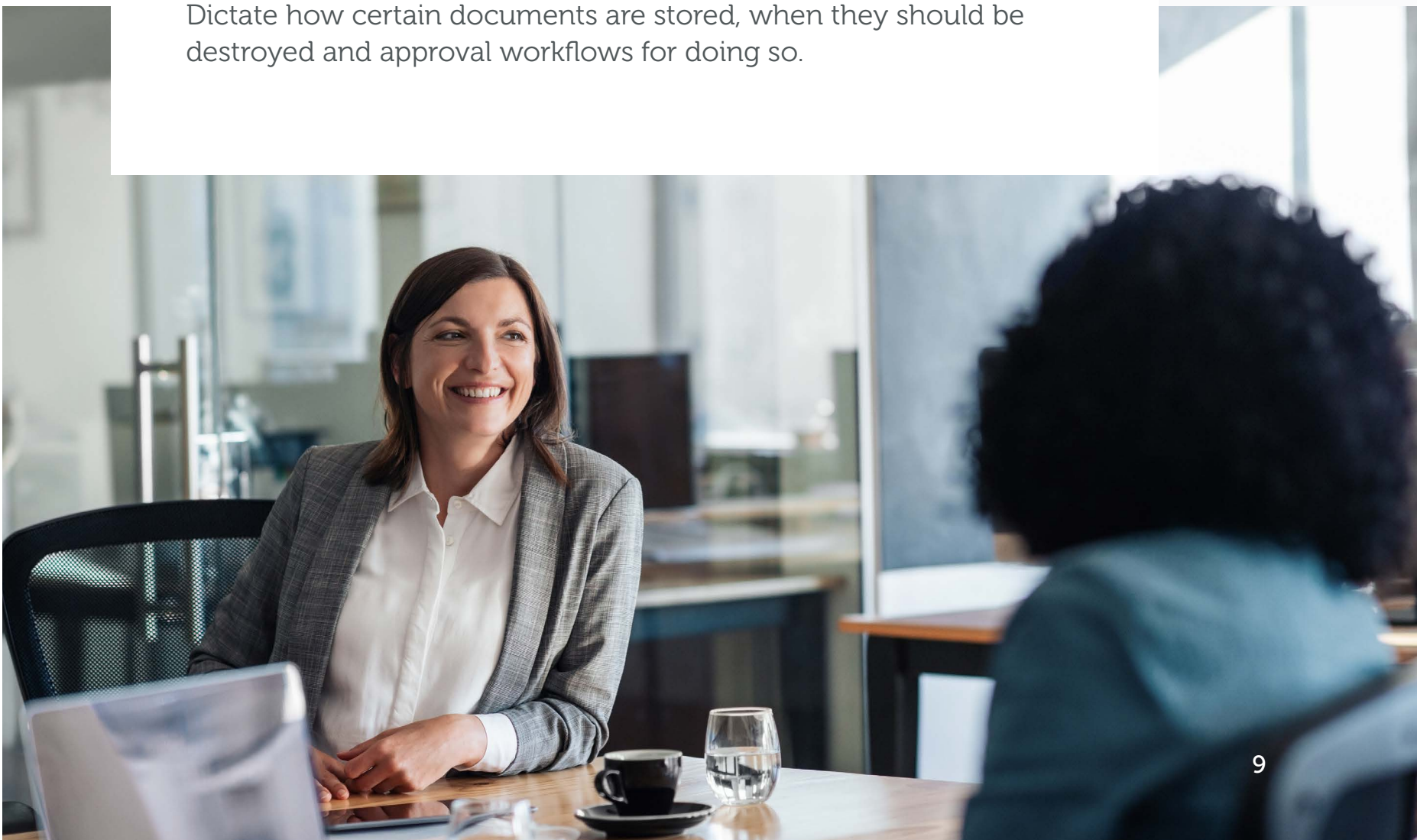
If you change ERPs or HCMs, move offices or experience other organization change, DocuWare data is always yours and continually safe.

## Expedite audits

Simplify audit prep by collecting secure documents with just a few clicks. Deliver detailed, tamper-proof audit trails.

## Apply retention rules

Dictate how certain documents are stored, when they should be destroyed and approval workflows for doing so.





Interested in a DocuWare demo, or just have questions regarding our scanning and mailroom services?

Get in touch and we'll happily answer any of your questions:

[info@restoredigital.co.uk](mailto:info@restoredigital.co.uk)

Alternatively join the digital transformation discussion on LinkedIn: [www.linkedin.com/company/restore-digital/](https://www.linkedin.com/company/restore-digital/)  
Twitter: [@RestoreDigital](https://twitter.com/RestoreDigital)

#RestoreAnswers

