

# iGuana iDM Human Resource Document Management Solution

Like every organization you are under pressure to effectively manage your human resource (HR) files. You are expected to comply with a variety of regulatory requirements and timelines, maintain all your employee records and related documents in order and ensure security and integrity of sensitive employee information.

At the same time, you are likely to have a backlog of paper and electronic documents that you archive on a regular basis but cannot easily access with a simple press of a button (e.g. tax forms, employee contracts, resumes/CVs, e-mails).

## Our Solution

The iGuana iDM Human Resource Document Management Solution is designed to capture all human resource documents (paper and electronic), securely archive them in a central repository and make them easy to retrieve by authorized members of your staff. You can obtain a unified view of your employees and create a complete electronic file for each.



### Document Archiving

iGuana iDM allows organizations to scan paper documents, index and classify them within a logical file structure within the software. Already existing and new electronic documents, such as e-mails, PDF and MS Office documents, images, etc. can also be stored within this logical tree structure.

### Form Processing

iGuana iDM can capture data from a number of paper forms, such as employee holiday requests, process them using OCR and OMR technology and have them ready for use or import into your HRM.

### Document Routing and Approval

Your organization may need a solution to route and approve certain documents, such as employee purchases or leave requests. iGuana iDM can automate your document approval process in two ways: approval routing or approval workflow. Full audit trail is available to track all tasks performed by users on a particular document.

### HRM/HCM Integration

iGuana iDM can integrate with your HRM/HCM system, such as Oracle PeopleSoft, SAP, etc. One of the main advantages of integration is that you can seamlessly access documents archived in iGuana iDM via the familiar HRM/HCM interface.

### Security and Compliance

In iGuana iDM, legal and regulatory compliance is automatically maintained, including protection of sensitive data from unauthorized access, revision-proof archiving, etc. All documents are encrypted and detailed data access logs are provided.

# iGuana



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