



# Records Manager at a Glance

CORSKILLS Australia understands it is essential that every organisation has an effective and efficient file management system that saves not only time, but money. The **Record Manager** module is a web based digital object repository that will do exactly that and more:

<b>Benefits of storage and retrieval of documents from a central location</b>	<b>Example</b>
Staff can access at any location from which they have access to the internet User profiles can be setup assigned to user's access to your organisations requirements	✓ Learning Resources ✓ Assessment Resources ✓ Policy and Procedures ✓ Trainee History Records ✓ Electronic / Scanned Documents
Ease of edit, update and distribution of documents made easy and reducing costs and time	✓ Learning Resources ✓ Assessment Resources ✓ Policy and Procedures
Archive to met compliance or legal requirements Effective use of resources use to access and retrieve archived records Advance data searching using Meta Data Tagging	✓ Trainee History Record ✓ Employee Records
Facilitates large amounts of data or records to be archived over a long period Storage space only limited by hard drive space available	✓ Trainee History Record ✓ Electronic / Scanned Documents

