

RECORDS MANAGEMENT FOR EDUCATION

Go Electronic & Take Control of Student Records!



RIM SOLUTIONS DOCUMENT MANAGEMENT SOLUTIONS

RIM Solutions provides comprehensive document management solutions & services built specifically for your business needs. We understand that each business has unique records management needs and we work with you to develop a solution to fit. Our Document Services help manage a variety of vital education records using our structured, time-tested & repeatable processes that are backed by proven technology.

Our goal is to help your business increase it's productivity, improve customer service, ensure compliance and increase security. Implementing electronic management solutions not only helps protect your business but it improves your ability to store, access and share business critical information anytime, from anywhere in the world.

RIM Solutions

RECORDS & INFORMATION MANAGEMENT

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HOW DOCUMENT IMAGING CAN HELP YOUR BUSINESS

Companies today face many challenges in organizing, storing and retrieving paper documents. Document imaging allows your company to share this information without having to manually search through paper documents, then copy and send multiple hardcopies. Requirements and regulations mandated by the IRS, HIPPA, and Sarbanes-Oxley (SOX), to name a few, further burden a company's document processes and procedures.

Document Imaging is a service that lets multiple users quickly access and instantly retrieve digital documents for desktop viewing. Customers find that this solution significantly increases productivity by eliminating time-consuming searches for paper documents. Document Imaging puts mission-critical information right at the users' fingertips. As a result, document handling costs are effectively reduced.

Companies today are recognizing that Software as a Service (SaaS) is the best way to beat the high costs of building an in-house records management system. Why invest in costly software, data servers, scanners, annual support agreements and the added cost of IT and support staff to maintain an in-house solution. Our solution extends beyond typical data hosting and manages the entire lifecycle of your electronic records.

At RIM Solutions we start by asking questions about your specific document management processes, then we listen to your answers so we can gain an understanding of how documents flow through your organization. This allows us to suggest different options in which our services could enhance your company's current records management processes. Call us today to schedule a free records analysis and quote.

HOW WE CAN HELP YOUR BUSINESS GO ELECTRONIC?

Records management and document automation solutions can often include the integration or customization of hardware, software & services. RIM Solutions leverages internally developed applications, professional services practices, and leading technologies from companies like Kodak and NSI. By utilizing our strategic partners it allows us to focus on developing, installing and or supporting the best document solution for your company.

If you are looking to purchase a new or used document scanner, document management software or just want to store your documents in a Secure Commercial Records Center, we can help. Already purchased records software, we can help by scanning your backlog of documents. Worried about finding the time and money to image everything all at once? We can securely store all of your paperwork at our Commercial Records Center now, then scan only the mission critical documents you need on a daily or weekly basis. Whatever combination of services you may need, RIM Solutions is here to help ensure your business makes the transition to electronic records as painless as possible.

RIM SOLUTIONS SERVICES:

On and Off-Site Document Imaging

Secure Document Storage

On-Line Secure Data Hosting

Hardware/Software Sales & Leasing

Records Management Consultancy

Technical Support & Training

Secure Document Destruction

Electronic Records Retention
