



RecordLink 4pdf

Attach PDF files to the SIMS Document Management Server as Linked Documents

Create database entries such as Achievements on the fly

Save to multiple student records in one action

Attach to user-defined groups, academic classes and bespoke lists

eCopy PDF Pro Office

Scan from existing desktop or networked scanners and all-in-one devices

Merge documents from various formats and save as secure searchable PDFs

Mark up PDF with text, comments, attachments and more

Create searchable text or use optical character recognition to convert to text files

Apply encryption, restrictions, passwords and redaction

Use RecordLink 4pdf to connect with SIMS



helping
schools
inspire

Technical Partner 2016/17

Accredited | Read/Write

RecordLink 4pdf

Works with Nuance Communications *eCopy PDF Pro Office* to link PDF documents to SIMS

In the move away from paper to digital work processes one of the toughest problems for schools lies in finding a simple and robust method to convert hard copy to PDF, edit it as easily as any other format, and integrate it with their SIMS Document Management Server. *eCopy PDF Pro Office* used with **RecordLink 4pdf** solves this problem.

eCopy PDF Pro Office is easy-to-use desktop document imaging software from Nuance Communications that enables staff to convert electronic and paper documents into text-searchable, secure PDFs and directly include them

in business applications and workflows. *eCopy PDF Pro Office* provides staff with advanced tools to scan, merge, modify, and connect documents such as invoices with the software they use every day.

RecordLink 4pdf appears as a toolbar within *eCopy PDF Pro Office* and allows files to be opened from or saved directly to the student record on the SIMS Document Management Server. As with all **RecordLink** software, files can be saved to single or multiple students records while creating database entries such as Achievements.

The benefits

- **Increased document security and managed availability:** **RecordLink 4pdf** reads user permissions from SIMS and once files are saved to SIMS, network security and SIMS permissions apply. Document integrity is enhanced by audit trails, addition to the disaster recovery program and further heightened by encryption and password protection where required.
- **Simple work flows:** The user is guided by a logical wizard process and much of the interface reflects SIMS. Documents can be saved to single or multiple pupil records in SIMS. Users can create bespoke lists of pupils, import user defined groups, search by academic class or year group and more.
- **Time saving:** Database entries such as behaviours, achievements and medical conditions can be created in SIMS using the **RecordLink 4pdf** wizard, without the need to log in to SIMS. Where multiple pupil records are chosen the user can also create multiple database entries using the 'apply to all' feature.
- **Improved outcomes:** Increased document availability, subject to permissions, leads to better access to student information and corresponding improvements in understanding.
- **Easy install and management:** **RecordLink Manager** is installed on SIMS server, **RecordLink 4pdf** is installed on user PCs running SIMS client. Annual licenses are inclusive of all updates in the event of changes to SIMS.
- **Productivity:** Filing and retrieval of electronic files to and from SIMS is a desk exercise that reduces administrative workloads by removing the physical search for documents from multiple filing locations.



Example workflows

1 Asthma diagnosis

Receive a hard copy document to be added to the student record, such as an asthma diagnosis

Scan the letter to a network folder with any network scanner or all-in-one device

On a SIMS client PC open the scanned PDF with *eCopy PDF Pro Office* and perform any necessary mark-ups

Click on Save To SIMS and sign in to **RecordLink 4pdf** with SIMS credentials

Follow the wizard to save the PDF as a linked Document in SIMS to single or multiple student records and create the database entry such as a Medical Condition as needed

2 LA submission

Use **RecordLink 4pdf** to open documents from SIMS. Use the *eCopy PDF Pro Office* print driver to convert them to PDF and then drag and drop and redact pages to workup your submission, such as an Exclusion

Email the submission directly from *eCopy PDF Pro Office*

Use **RecordLink 4pdf** to save the new document back to the student record creating the exclusion on the fly

Technical support

Software downloads, product activation, technical support and end user help are available at www.RecordLink.IT.

Requirements

- Windows 10/8/7+SP1/Vista+SP2/XP+SP3
- Windows 2008 Server (Citrix, Active Directory)
- 512MB of memory (RAM), 1GB recommended
- 700 MB of free hard disk space with additional space for temporary installer files
- Web access for product registration, activation, and live updates
- Microsoft .NET Framework 4.0

Note: Performance and speed will be enhanced if processor, memory and available disk space exceeds minimum requirements

Pricing

First seat £120 pa

Additional seats £34 pa

Unlimited seats £460 pa

eCopy PDF Pro Office, permanent licence, per seat, inc 1 year's manufacturer's m&s: £90 (minimum 5 seats, otherwise £144)

Prices exc VAT

Other Recordlink products

RecordLink Writer integrates MS Office products with SIMS eg Save email direct to SIMS.

RecordLink 4ShareScan saves hardcopy scanned with Nuance's eCopy ShareScan as PDF files in SIMS.

RecordLink eXport for easy bulk document export from SIMS, eg passing documents from primary to secondary schools alongside CTF

For details please visit www.RecordLink.IT or call **01453 882 719**