



## RecordLink 4ShareScan

Scan hard copy documents to SIMS

Scan documents from your device directly to SIMS

Attach documents 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

Save time with rapid archiving

Centralise key information

Move away from paper-based archiving to secure digital media

Add more documents to the disaster recovery archive

Improve and accelerate workflow and reduce response time

Protect document access by network permissions and SIMS security

Reduce paper usage

Licences include all updates



**Commercial Partner**  
2018/19

**RecordLink** products for schools are easy to use software tools that capture documents and files from various formats and save them to the SIMS document management server, just as if they were saved as linked documents from within SIMS.

**RecordLink 4ShareScan** is the SIMS connector for Nuance ShareScan.

Using a ShareScan enabled device and the SIMS connector, schools can scan hard copy documents directly to SIMS.

Scanned documents saved to SIMS are retrievable from the school network and are typically backed up regularly with SIMS, becoming a part of the disaster recovery archive.

Scan directly to SIMS...



### The benefits

- Improve document retention and management.
- Add audit trails to ensure integrity and accountability.
- Allow file access over the network, protected by network and SIMS permissions.
- Add hard copy to the Disaster Recovery Archive.
- Centralise all student records for an entire student view in SIMS.
- Increase operational efficiency by reducing time in archive and retrieval.
- Accelerate workflows and reduce response time.
- Unlock information in paper documents.
- Add new time saving functionality to SIMS.
- Save space and reduce paper use.

And with Nuance ShareScan you can also connect to email, databases, web, SharePoint, network folders and more.



### Example workflow

Receive a document that should be saved to the student record

Place it on the ShareScan enabled device and hit 'Scan to Sims'

Authenticate with SIMS credentials to provide managed access rights, document security and an audit trail

Search for a Student, User Defined Group, Academic Class, Staff Member, Contact or Agent

Navigate to the sub-area and select the chosen location

If necessary create the required database entry as needed (e.g. Medical Condition) for one or multiple students

Save the file with Summary and optional Notes exactly as when creating a Linked Document in SIMS



### Notes

**RecordLink 4ShareScan** has a proven track record in UK schools since 2006. Please contact us for reference sites.

All software updates required for changes in SIMS are included in the licence. Where possible **RecordLink** replicates the standard SIMS working practices, such as searching for students by Surname, Forename, Year Group etc., thereby minimising training requirements.

Once hard copy documents are scanned to the network, use Nuance's PDF applications to retrieve PDF, TIF and JPG files from SIMS, easily edit and share them, and save new versions back to SIMS. Also print other electronic formats to PDF and add to the SIMS archive from the desktop without using paper.

### Technical support

Technical help is available on the RecordLink website at [www.RecordLink.IT](http://www.RecordLink.IT).

### Requirements

- Networked scanner or copier with ShareScan.
- Capita SIMS (supported version).
- SIMS workstation components.
- Please contact us if your system is thin client or hosted.

### Pricing

**£300 pa**  
per device

Prices exc VAT

### Other Recordlink products

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

**RecordLink 4pdf** links eCopy PDF Pro Office to SIMS for easy PDF handling

**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](http://www.RecordLink.IT) or call 01453 882 719