



Save from within Outlook, Word and Excel direct 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

Annual licences include unlimited seats and all updates

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In the Lower School office we use RecordLink Writer on a daily basis and find it invaluable in maintaining our records and ensuring that all correspondence is stored in the one place against the pupil's record in our SIMS system. We really couldn't be without it.

Phil Maddocks, Cecil Jones College

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RecordLink Writer

Email handling and management made easy

RecordLink Writer is a simple-to-use application that links common Microsoft Office products to SIMS. Installed as a toolbar in Outlook, Word and Excel, **RecordLink Writer** allows rapid opening of current documents and easy saving of new documents to and from the SIMS Document Management Server.

RecordLink Writer appears as a three button toolbar in MS Office, Excel and Word with three buttons reading Open from SIMS, Save to SIMS, and Save to SIMS As. Using the Save to SIMS As button in **RecordLink Writer** saves the file you are working on directly to the SIMS document server and links it to the chosen student record. This gives the same result as logging in to SIMS,

browsing to a student record, adding a linked document and browsing back to the document that is to be attached.

The end user can save the same document to one or multiple student records including year and tutor groups, academic classes and user-defined groups. If the database entry, such as the particular Achievement or Medical Condition is not present in the student record, the user can create it for one student or a list of students. Using Open from SIMS the user can browse the student record according to their permissions and open documents. Changes to documents already in SIMS are saved using the Save to SIMS button.



Save directly to SIMS...



The benefits

- Key information including email is centralised in the SIMS record.
- Single point of look up for student information increases understanding and improves outcomes.
- Document access is protected by network permissions and SIMS security.
- Emails are added to the disaster recovery archive for increased protection.
- Paper usage is reduced, lowering administration costs.
- Time spent in filing and retrieval is reduced which accelerates workflow and reduces response time.



Example workflow

Receive an email that needs attaching to a student record

Select 'Save to SIMS As' to launch RecordLink Writer

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.



Case study

Fairfield High School, Bristol

With 1080 pupils on roll, the management of paper based documents and the historical network drive was becoming overwhelming. Ralph Payne, Assistant Headteacher at Fairfield invested in document handling solutions in 2006. "Since our move to electronic document handling we have improved our efficiency dramatically, spending less time filing and searching for documents. We estimate the cost savings in man hours alone to be approximately twice our annual spend on solutions. The real benefits come from the more esoteric advantages. All our documents are now backed up, network secure, managed by the SIMS file plan and we have reclaimed the space taken up by filing cabinets. What we no longer see is the expensive and wasteful movement of paper and ink around a large school. **RecordLink Writer** is a key application in enabling our staff to integrate their common document formats with our network applications and SIMS."

Notes

- **RecordLink Writer** requires a licence of the data integration application, **RecordLink Manager**, which runs on the SIMS server.
- **RecordLink Writer** installs by an MSI on SIMS PCs.
- Further information, a free 10 day trial and FAQs are available at www.RecordLink.IT

Pricing

<500 pupils	£290 pa
500-999 pupils	£590 pa
1000+ pupils	£1150 pa

Prices exc VAT

Other Recordlink products

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

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

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