

Features & Benefits

- ▶ Creates a central repository for all personnel documents
- ▶ Ensures security of sensitive documents by limiting rights to personal and proprietary information
- ▶ Enables real-time documented changes to personnel files, while saving the original to maintain historical integrity

ImageLogix Document Management System

ImageLogix creates virtual personnel files to manage employee paperwork and simultaneously eliminates manual filing and related physical storage demands. This Web-based document management system manages, monitors and regulates who can access what types of documents and when, while ensuring consistency and standardization of required paperwork.

Users add documents to employee files via e-mail, electronically by simply dragging and dropping any file to a desktop icon, or by fax for any paper documents. Used in tandem with HireLogix, ImageLogix auto-images documents during the on-boarding process by applying an innovative and first-of-its-kind, 'auto indexing' solution which electronically identifies documents completed through HireLogix and attaches them to the appropriate candidate's file automatically.

Throughout the employment life-cycle, ImageLogix provides automated workflows for those documents that require an approval or review process such as salary adjustments, disciplinary forms, or any company or job-specific forms that require sign-off by multiple individuals.

ImageLogix offers flexible document retrieval options allowing users to locate an individual document or group of documents by virtually any criterion, including:

- ▶ Employee name
- ▶ Department
- ▶ Casino
- ▶ Document type

The system also ensures employee privacy and security by allowing employers to determine who can access what documents based on user login. Employers can also grant access to third-parties when necessary and impose limits based on any search criteria.

By reducing the number of mistakes and mundane tasks related to manual employee paperwork maintenance, ImageLogix not only simplifies the daily job duties for HR staff, but also increases productivity and overall job satisfaction.