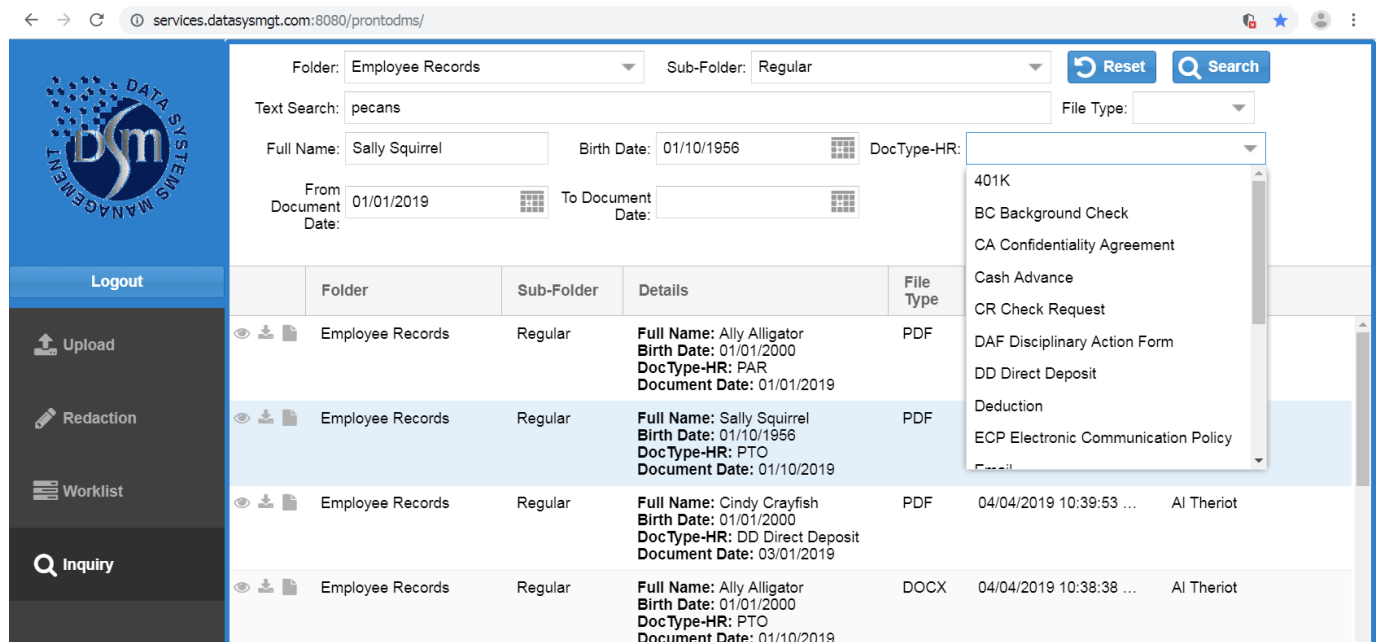




ProntoDMS Human Resources Edition Document Management System

FULL TEXT SEARCHABLE Anywhere Anytime Graphical Browser Access to Personnel Records electronically stored on a Secure Cloud Server.




- Upload any type of personnel information – pictures, documents, spreadsheets, audio
- Unlimited user browser access from anywhere – no longer tied to PC desktop
- **FULL TEXT OCR SEARCH** across all documents – find “needle in haystack” no misfiles
- User defined security & LOG function – **HIPAA Compliant** - who accessed what when
- Daily backup of all data – never lose information
- Define your own index and retrieval options – customize solution to your needs
- Automatically converts all documents to PDF – print or download only what is needed

Local Software Solutions Since 1984



Results of Full Text Search for "pecan" - Add NOTES to documents – View LOG file

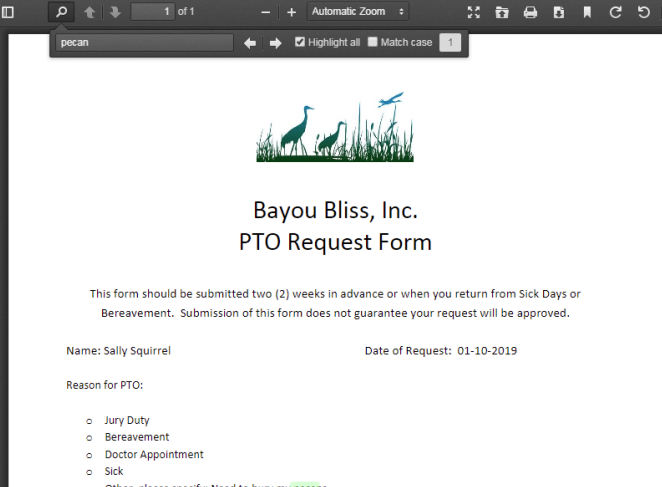


Updating Index: 84 | Document Log | Notes

Note Text:

Private? Viewable in Internal Inquiry? Add Note

Note Text
Added By: Al Theriot Added: 05/30/2019 08:47:16 AM altheriot pproved
Added By: Tammy Williams Added: 04/23/2019 01:20:21 PM Yvonne doesn't carry Pixie Dust



pecan

Bayou Bliss, Inc.
PTO Request Form


This form should be submitted two (2) weeks in advance or when you return from Sick Days or Bereavement. Submission of this form does not guarantee your request will be approved.

Name: Sally Squirrel | Date of Request: 01-10-2019

Reason for PTO:

- Jury Duty
- Bereavement
- Doctor Appointment
- Sick
- Other, please specify: Need to bury my pecans

User Defined Folder, Sub-Folder, and Indexes



Logout

Upload

Batch Upload

Redaction

Worklist

Inquiry

Settings


Sub-Folders

Batch Import ID	Description	File Required	Disabled	
12	Corporate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Regular	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
25	Time Sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Sub-Folder Fields: Regular

Field	Occurs	Batch Import Column	Searchable	Range Searchable	Required	Disabled	Grid Details	
Full Name	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Birth Date	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
DocType-HR	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Easily Batch Upload multiple documents



Logout

Upload

Batch Upload

Folder: Employee Records | Sub-Folder: Regular | Browse... | Upload | Abort | Remove selected | Trash

<input type="checkbox"/>	Filename	Size	Type	Status
<input type="checkbox"/>	1 HR-Bayou-Bliss-DD-Form-Reba-Rabbit.pdf	188 KB	application/pdf	
<input type="checkbox"/>	2 HR-Bayou-Bliss-Employee-Evaluation-Form.docx	6.5 KB	application/vnd...	
<input type="checkbox"/>	3 HR-Bayou-Bliss-Medical-LIFE-Form.PDF	273.5 KB	application/pdf	
<input type="checkbox"/>	4 HR-Bayou-Bliss-Medical-LIFE-Form-Cindy-Crawfish.pdf	269 KB	application/pdf	
<input type="checkbox"/>	5 HR-Bayou-Bliss-PAR-Form.docx	42.8 KB	application/vnd...	

Selected 5 File(s), 779.8 KB

Name: _____ eMail: _____
 Title: _____ Phone: _____
 Organization: _____ Request: _____

FAX to 601-925-2223 or CALL 601-925-6270