RECORDLINK
COHESION
software

RecordLink eXport

Extract documents in bulk from SIMS to a secure file

Add new eXport functions to existing SIMS systems

Create usable filenames in a named folder per student

eXport SIMS documents to secure password protected file

Search Students and Staff records

Select individual documents or choose specific search criteria

Create eXports for single students or an entire year group

Transmit eXports securely by email, online or with digital media

Unlock information for improved outcomes

Create usable archives

Move away from paper-based archiving to secure digital media

Improve and accelerate workflow and reduce response time. Reduce paper usage and postage

Annual licences include unlimited seats

RecordLink eXport simplifies the extraction of linked documents saved to the SIMS document management server. Simple to use software installed on SIMS client PCs uses SIMS permissions to allow users to browse for documents from Students and Staff.

Once the records are selected, users choose documents for export by selecting individual documents, all documents, or those with the required criteria. **RecordLink eXport** performs the extraction to a password protected and indexed file before reporting on the number of Public, Private and Confidential documents.

• Share documents securely with outside agencies
• Export documentation to other schools alongside CTF
• Create usable archives organised by year group or pupil

It's as easy as...

1
Select students

2
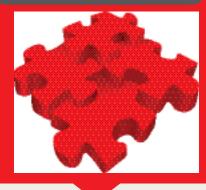Choose document criteria

3
eXport to a secure file

The benefits

• Reduce administrative load with rapid document retrieval.
• Increase information security with password protected electronic documents.
• Reduce print and post costs by sharing eXports by email and online.
• Enhance information management by creating searchable archives.
• Improve outcomes by facilitating access to student information.

SIMS
Accredited Integrator
2022/23

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Example workflows

1 Sharing documents with a secondary school

Transmit data from SIMS using CTF

Use SIMS credentials to login to RecordLink eXport

Select all year 6 students graduating to a secondary school

Select all documents, choose a password and eXport

Transmit the secure folder via email or download or share by USB drive/ CD-ROM

Transmit password separately

2 Create archives

Login to RecordLink eXport

Select all students and all documents

Export to a secure file easy for retrieval at any time

Case study

The Blyth Academy
Andrew Buxton, Network Manager at The Blyth Academy uses **RecordLink eXport** on a regular basis. Packs are prepared for Governors' exclusion hearings by exporting the relevant documents from a student record in just a few clicks before batch printing. Similarly, in the move to increase attendance, information is prepared for the Education Welfare Officer by extracting the relevant documents to a single secure folder for each case. In both instances the time spent in preparation is reduced to a few minutes, saving around 10 hours per week. Once extracted to a folder the file naming protocol allows easy navigation between each document. Critical information is now made available in a secure and managed process that reduces the administration burden on the Academy.

Notes

- **RecordLink eXport** installs on SIMS client PCs.
- SIMS user credentials are required and SIMS permissions apply.
- Annual licences include unlimited users and any updates.
- Each annual licence key lasts for 375 days which allows ten days for installation and 365 days use.

Technical support

Technical and end user help is available at www.RecordLink.IT

Pricing

£195 pa
Unlimited users

A school is defined as a unique LA/Establishment Number within SIMS.

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

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