RecordLinkWriter

www.recordlink.it

School document handling, management and data compliance in SIMS made easy

A simple to use tool that enables schools to instantly save documents to SIMS and retrieve them when needed, faster and more securely than with SIMS alone.

The problem

Schools need all the information on their students and staff to be securely stored and easily accessible.

Unfortunately, SIMS 7 does not make this easy!

Adding documents such as emails sent or received, letters, excel files or even mail merges to a student record within SIMS can be a daunting task for any school.

With hundreds or thousands of students and multiple communications, schools have a serious multitude of files every year that need to be stored securely, linked to the relevant individuals/groups and easily retrieved when needed.

SIMS7 lets you do this one at a time, but not en-masse, meaning more admin time is needed!

Schools are still having to manually upload these documents, one at a time, to their student or staff records making this a time-consuming and difficult process.

Whether it be emails, word docs, spreadsheets or even mail merges, it takes a few minutes per document to save them electronically into the right place within the SIMS records.

The alternative is to print everything, with the associated costs for paper, printing or copying, then save these hard copies in multiple hanging files and cabinets. These records then need to be catalogued and documented for data security/GDPR purposes so that they can found when needed (or in the event of a Subject Access Request). Oh – and on top of that, a copy should be kept off-site in case of fire or flood etc.

The solution

RecordLink Writer removes all these problems for you.

RecordLink Writer simplifies and streamlines your whole SIMS document management process.

The simple to use RecordLink Writer application links Outlook, Word and Excel to SIMS enabling the rapid opening of current documents and the easy saving of new documents to and from your SIMS Document Manager Server.

Installed in minutes, RecordLink Writer appears as a three button toolbar within MS Outlook, Word and Excel – 'Open from SIMS', 'Save to SIMS' and 'Save to SIMS As'

Word docs, emails, spreadsheets – all can be saved directly into the SIMS student or staff records quickly and securely

Key documents are centralised in the SIMS record providing a single point of look up for student information

No more hard copies - no more filing

Instead of logging in to SIMS, browsing to a student record, adding a linked document and browsing back to the document that is to be attached, simply click 'Save to SIMS As' and RecordLink Writer does it all for you!

- Easy to use

- Save multiple documents to multiple records in moments – eg. 20 documents in less than 2 minutes!

- Saves valuable admin time

- Paper, printing and copying reduced, saving time and money

- Filing and retrieval time reduced, accelerating workflows

- Key information, including email, is centralised in the SIMS record

- Document access is protected by network and SIMS permissions

- Documents are added to the disaster recovery archive for added protection

- Data security/GDPR compliance met

- Automatic creation of necessary folder structures in SIMS, such as Medical Condition or a particular Achievement

- Mail merge documents saved to the relevant individual's SIMS record

Four simple steps to easy document management

1

In your toolbar, click the relevant option of **'Open from SIMS'**, **'Save to SIMS'** or **'Save to SIMS As'**…

Open from SIMS – opens an existing document from the SIMS Document Server.

**Save to SIMS** – saves a current updated document back to the SIMS Document Server.

Save to SIMS As – saves a new document into the relevant record in the SIMS Document Server.
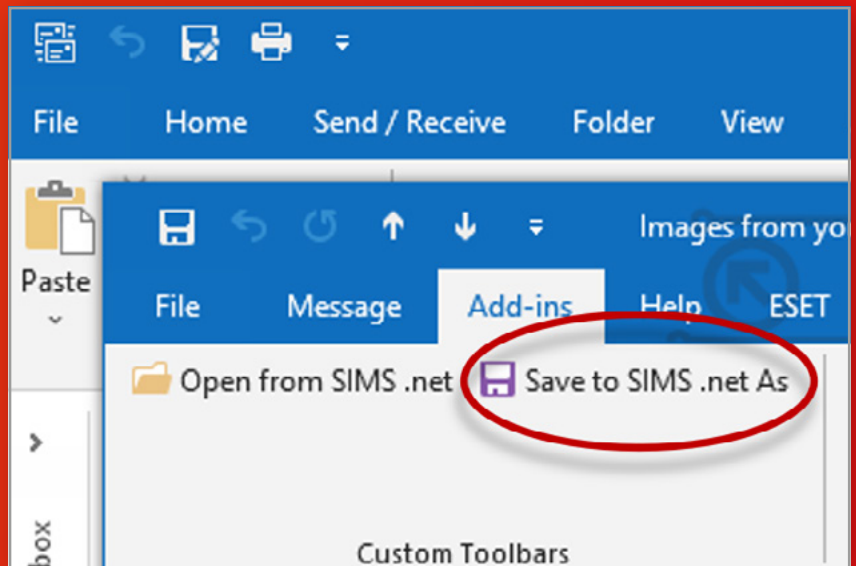
2

Using the RecordLink wizard, select the relevant student / staff member / group etc…

This can be an individual student or staff member, a group of selected individuals, whole classes etc. as required. If groups are selected, the relevant documents are instantly saved to each of these individuals' SIMS records.
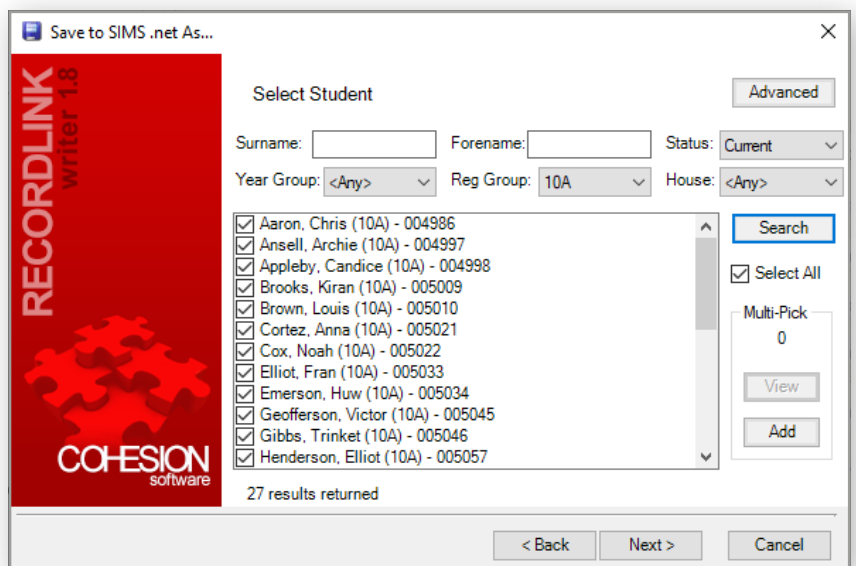
3

Navigate to the chosen sub-area and select the chosen location…

4

Save the file.

It really is that easy

Saving mail merges using 'Split&Save'

Our unique **'Split&Save'** feature automatically disassembles your mail merge document and saves only the relevant sections to each individual student record. You just need to select one 'tick box' to indicate that the document is a mail merge and then **'Split&Save'** takes care of the rest!

FAQs

What does RecordLink Writer do?

RecordLink Writer integrates documents from MS Word, Outlook and Excel with the SIMS Document Server and Communications Log.

Does Split&Save save mail merges to individual student records?

Absolutely! Simply insert the relevant fields in the mail merge document, select the tick box indicating the document is a mail merge and use the Save to SIMS As function.

What support do you offer?

We provide remote support via telephone and/or screen sharing in addition to loads of FAQs and tips on our website too.

What permissions do users have?

RecordLink Writer uses the same permissions as SIMS to manage end user access.

About Us

RecordLink has been providing services to schools using SIMS since 2006 and has been a Capita SIMS Partner ever since, recognised as a provider of excellent software to SIMS schools.

We are a specialist company focused on doing one unique thing amazingly well!

Founded by Tim Hampton and originally known as Cohesion Software, we rebranded as RecordLink in 2017. Tim continues to lead the company and his expertise ensures that all of our products perform incredibly well for our customers.

We are justifiably proud of the reliability of our software, and, having provided software services to schools since 2006, we are also pleased to be able to reassure you on our data security – no RecordLink product has ever been reported as associated with data loss or any ongoing unresolved issues.

SIMS Commercial Partner 2021/22

Try RecordLink Writer yourself, for FREE…

30 DAY FREE TRIAL

We are happy to provide you with a free, no obligation trial for 30 days.

Installation is actually very easy, but we will help you or your IT team set things up just to be sure that you can get the full benefits from your trial.

We will provide you with a full working version of the software without restrictions and, although all our training materials are on-line and anyone using SIMS will need barely any training at all, we'll throw in a full on-line training session at no cost too!

We are confident you will see how easy RecordLink Writer is to use and recognise the huge benefits it brings to you and your school. However, if for any reason you don't see these benefits, we will simply uninstall the software without any obligation or pressure.

Pricing

Our pricing is simple and straightforward - one cost-effective annual subscription is all a school needs, as this allows you to have as many users as you wish.

Up to 500 pupils	**£ 495**	per school per annum
501 – 1,000 pupils	**£ 895**	per school per annum
1001+ pupils	**£1,495**	per school per annum

Schools say...

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. 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.

Ralph Payne
Assistant Headteacher Fairfield High School, Bristol

We discovered RecordLink Writer while looking for a way to file e-mails and other MS Office documents under Staff and Student areas. It sounded ideal and has done exactly what it said it would. We would not be without it.

Tim Dawson,
Moat Community College

Can I just say how amazing I find RecordLink. It has saved hours of work and is so easy to use, so thank you!

Sophie Preedy
Stoke Newington School

We use RecordLink writer on a daily basis and have done for many years. It's invaluable in maintaining our files against the pupil's record in SIMS.

Philip Maddocks
Cecil Jones College