DRIVVE | IMAGE

for Human Resources

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The human resources industry work with sensitive data such as employment contracts, payslips, insurance data, applications and more. These must be strictly protected from unauthorized while being processed in an efficient and goal oriented manner.

HR professionals, whether they are in-house or external service providers, routinely handle important and sensitive documents. A reliable scanning solution that ensures a secure and streamlined scanning process helps avoid the kinds of extraneous steps and manual interventions that risk compromising data security.

Drivve | Image Functionality

Drivve | Image software lets you automate scanning and guarantee data security through the use of encrypted PDFs as well as permission-based scanning profiles that require a log-in on the scanning device. Instead of being assembled in an unsecured collection folder, scans are sent directly to a protected location on your network or a connected document management solution (e.g. Drivve | DM) and simultaneously forwarded to the intended recipient.

The Drivve | Image solution also offers standard electronic forms. These can be used, for example, for paperless holiday applications or other documents. The software guides the user through predefined input fields and drop-down lists, then creates a PDF and transmits the completed form to the human resources department.

Advantages

- **Complete all processes with the touch of a button -** Digitize, archive, and forward documents with a single touch of a button, and take advantage of various connectivity options in a single workflow.

- **Enjoy high usability -** Employees get all the advantages of an intuitive interface without the need for lengthy seminars and training; most users don't even realize they are working with scanning software.

- **Protect the environment -** By eliminating the need to copy and send documents to multiple people across the company, you can directly deliver the latest information in digital form. This saves time, reduces costs, and improves your company's carbon footprint.

- **Protect your data –** Prevent unauthorized access to sensitive documents or patient data thanks to the sophisticated rights system, log-in functionality, PDF encryption and seamless connection between the scanning device and the archiving software or database used for storage.
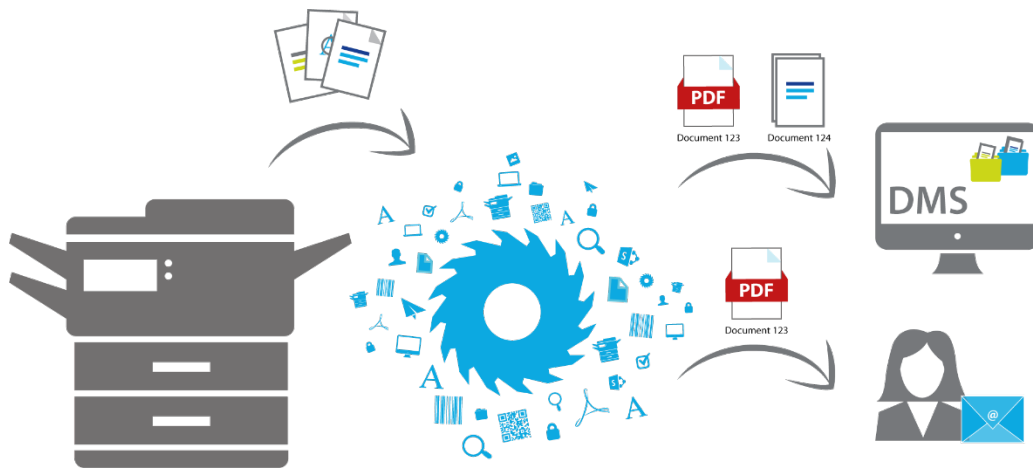
Example

Marc works in human resources and often needs to distribute information to either the entire workforce or individual teams. The data, which can involve contracts, personnel information and payrolls, must also be submitted to the human resources director.

Using Drivve | Image software, these files can be distributed by Marc by scanning the information with a single touch on the control panel of the scan device. The documents can be distributed via email, fax or a personal Drivve | DM inbox. Marc can send the scans to the entire workforce while he stores it elsewhere at the same time. He can also choose to send documents to individual teams from his address book, e.g. to addresses stored in Microsoft® Outlook. He can distribute the scanned files from his own email address so team members can respond through the Outlook response feature.

When Marc processes confidential information like contracts, personnel data or payslips, he can select a format, file name or destination folder direct on the scanning device's display. When he starts the scanning process, the software automatically optimizes his documents (by running processes such as image cleaning, auto rotation and the removal of blank pages). Searchable PDFs are created, filed and sent to the HR director by email.

Additional information about Drivve | Image software and selected reference reports can be found at Drivve.LRSOutputManagement.com.