



V1
Document
Management

Document Automation for CloudHR

Release Notes

24th September 2019

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Introduction

This document provides high level details of Document Automation for CloudHR.

You are encouraged to bookmark the Portal which is regularly updated with information about the release:

<http://support.wearev1.com/software/CloudHR/>

What's New?

- ▶ Using the **latest DM4.6/7 V1** core software
 - ▶ **SmartDeposit**
 - ▶ A browser based image deposit interface fully integrated to the CloudHR environment
 - ▶ **SmartRetrieve**
 - ▶ A browser based image viewer
 - ▶ **SmartMail**
 - ▶ A browser configured email solution allowing the extraction and management of emails and their attachments
 - ▶ **SmartRetentions**
 - ▶ Gives users control over handling document deletion, both manual and automated to fulfil their GDPR obligations.
- ▶ Optimized specifically CloudHR, all lookups for data are now web-service driven.
- ▶ No more requirement for a printer driver
- ▶ No more requirement for any client applications for day to day usage
- ▶ **Fully Documented** to be much easier to follow with fewer steps and now includes screenshots for the relevant sections
- ▶ Brand new HTML5 [portal](#)
- ▶ A new 'Style Pack' allowing the V1 software to change its look and feel to be aligned with that of CloudHR.

Document Archiving

Documents can be archived externally on an adhoc basis via the web-based SmartDeposit facility or from within CloudHR using the MailMerge facility.

Documents are viewed as external users via the web-based SmartRetrieve.

- ▶ Use **SmartDeposit** to archive your HR documents all from your browser
- ▶ Use **SmartRetrieve** to view your documents from your PC, Tablet or phone, all from your browser
- ▶ Use **SmartRetentions** to manage your GDPR commitments using easy to use rules on every database
 - ▶ Seamlessly plug in **Full Text Search** and use the last OCR technology to make finding personal data even more accurate
- ▶ Numerous performance enhancements making lookups faster and more efficient