

TAB fusionRMS

RECORDS AND INFORMATION
MANAGEMENT SOFTWARE

Instantly create a virtual file room for your paper and electronic documents, making it easier to manage, find and use your information.

FIND INFORMATION & RECORDS FAST



- Enterprise search: TAB FusionRMS lets users search across your entire records collection, regardless of format, location or status.
- Automated file requests: Users can ask for files right from their desk or the field and receive automatic status updates.
- Eliminate lost files: TAB FusionRMS automatically tracks files and maintains detailed usage histories.

STREAMLINE YOUR OPERATIONS



- Have a clear view of all your records in any format in one system.
- Paper and electronic together: Now you can manage paper and electronic formats at the same time.
- Security: Set access permissions based on document sensitivity.
- Reporting: Standard and custom reporting options give you valuable insight into your program.

COMPLIANCE AND INFORMATION GOVERNANCE



- Efficiently and automatically manage your compliance requirements, virtually eliminating the risks of an incomplete record lifecycle.
- Retention & classification: Your retention and classification systems are automatically applied to all records for efficient management.
- Audit trail: Track file usage, transfers, employee activity, changes to and movement of all files.
- Legal holds: TAB FusionRMS includes a legal hold function and supports the identification, collection and preservation of relevant content.

A version to suit your needs

TAB FusionRMS comes in four different packages, allowing you to select the exact combination of features to meet the needs of your organization.

File Tracking

Our entry-level package provides basic tracking and management tools for physical records. This version is also perfect for tracking organizational assets such as inventory, property and evidence, and case files.

Electronic Records Management

This version focuses on electronic records in any format, allowing you to apply records management rules like retention and disposition, as well as legal holds. It also includes powerful digital workflow and collaboration features.

Physical Records Management

A more powerful version of our physical file management package, this version adds records management tools such as retention schedule management, legal holds, and disposition notifications.

Paper and Electronic Records Together

Our premier package brings it all together, allowing you to track physical and electronic information in a single system. It also offers the full suite of records management and collaboration features.




GREAT BUSINESS VALUE, FROM A PROVIDER YOU CAN TRUST

As a records management solutions provider for over 65 years, TAB understands the strategic importance of information. That's why security, reliability and business value are at the forefront of everything we do with TAB FusionRMS.

Our mature, stable solution has been helping clients in a variety of industries, including energy, finance, government, healthcare, law enforcement, and legal.

LEARN MORE

 [FUSIONRMS.TAB.COM](https://fusionrms.tab.com)

 1-866-703-3374

 [TABONRECORD](#)

 [TABPRODUCTS](#)

Packages & License Features

	File Tracking	Physical	Electronic	Physical & Electronic
Core Features				
Easy Search, Retrieve & View of All Documents	✓	✓	✓	✓
File Management / Classification	✓	✓	✓	✓
Web Search, Request, and View	✓	✓	✓	✓
Email Notification	✓	✓	✓	✓
Document Workflow	✓	✓	✓	✓
Standard Reporting	✓	✓	✓	✓
Custom Ad Hoc Reporting	✓	✓	✓	✓
Retention Schedule Management		✓	✓	✓
Legal & Retention Holds		✓	✓	✓
Disposition Notification		✓	✓	✓
Audit Trail / Chain of Custody	✓	✓	✓	✓
Concurrent User-License Model				
- Limit of 5 Concurrent Users	✓			
- Unlimited Concurrent Users		✓	✓	✓

Physical Records Management				
File & Box Tracking	✓	✓		✓
Check In/Check Out File Management	✓	✓		✓
Transfer (Employee, Box, Location)	✓	✓		✓
Color-Coded Label Creation and Printing	✓	✓		✓
Bar code Label Generation	✓	✓		✓
History Reporting	✓	✓		✓

Electronic Records Management				
Desktop Records File Management			✓	✓
Shared Drive Records File Management			✓	✓
Email Records Management			✓	✓
Compatible with over 400 PC File Formats			✓	✓
Print, Email, and Export Image Files			✓	✓
Microsoft Office Integration			✓	✓
Adobe Integration			✓	✓
Native Image Viewer			✓	✓
Official Record Designation			✓	✓
Versioning Control			✓	✓
Imaging Support			✓	✓
Full Text & Optical Character Recognition			✓	✓

Security and Integration				
Highly Configurable		✓	✓	✓
Active Directory / Single Sign-on	✓	✓	✓	✓
Customizable User & Group Permissions				
- Limit what can be seen and accessed	✓	✓	✓	✓
- Limit what actions can be performed	✓	✓	✓	✓
- Security to the document level	✓	✓	✓	✓
Relational Database Integration Options	✓	✓	✓	✓
Data Import Wizard	✓	✓	✓	✓
Data Export Capabilities	✓	✓	✓	✓
Microsoft SharePoint® Native Integration	✓	✓	✓	✓