

The (*EDRMS*) “Highway Code”

Car share

Collaborate don't duplicate.

Stop, look, listen

Search for past activity, find who was involved, and contact them.

Keep the tank topped up

Contribute and access information in the system.

See and be seen

Make it easy to find things again.

Become an advanced driver

Learn how to be a better and faster system user.

Clunk, click every trip

Maintain integrity and security of information.

One careful owner (full service history)

Keep the information you look after trustworthy.

The (EDRM) “Highway Code”

Imagine your document and records management system is a car. The car needs you to be a qualified driver and to have a well-maintained engine if you are to complete your journey. The system needs you and your information to be in good shape if it is to make a difference to our organisation.

Improve the way we collaborate

“Car share”

“Stop, look, listen”

Collaborate don't duplicate.

Use the system to prepare and review documents in parallel with others.

Before creating a document, check whether it has been done before, look in the system and listen to others.

Improve our competitiveness and effectiveness

“Keep the tank topped up”

“See and be seen”

“Become an advanced driver”

Keep information in the system current.

Lets stop reinventing the wheel – make it easy to find the information you contribute.

Be able to take time off! Having the right information in the system means that we can cover for each other.

Improve our compliance

“Clunk, click every trip”

“One careful owner”

Maintain the integrity of information you work with by reviewing it regularly to keep it trustworthy

Keep information organised and in one place through the system.

Review the information regularly and then the content will remain trustworthy

Finally: “We know a man who can”

Contact your expert users and the systems administrators if you need further help.