



CASE STUDY LIBRARY

HerBi – The all-powerful EDRMS

Not just a document management system –but a digital workspace!

HerBi has revolutionized the way **Hawkes Bay Regional Council** looks at and managed records.

It has made recordkeeping seamless and provides a digital workspace that makes staff life easier while ensuring information and records are **PRA compliant**, easy to file, easy to find, complete and accurate.

Above all, it is a platform upon which HBRC will continue to **build value and functionality** making everything have more purpose.



**Finalist for the 2014 ALGIM
Information Management /
Records Project of the Year**

In addition to 'recordkeeping' benefits, significant other benefits have been realised, most notably these have been;

- Simplicity of the Solution
- Ease and extent of integration
- End User familiarity; a common browser-based platform;
- The ease of use and extensibility has **empowered the business**, staff are now identifying how this tool can make their lives easier and more productive and leading the development and enhancement of better solutions;
- The ability and agility to innovate and push limits; and
- Using the EDRMS isn't an onerous task and doesn't create extra workloads, **it's simple and fast** to file and retrieve information.

The key indicators that this project has been a great success are;

- The organisation's understanding and acknowledgement of the importance of **good record keeping**;
- The unexpected result of the business stepping up and taking ownership of HerBi significantly reducing the workloads of the IM resource; and The **culture matured** to the point where we have made Team and User file shares 'read-only' with only very small and controlled file shares now for non-record or personal files;
- **Digitisation** of the mail and invoice approvals systems have resulted in **significant cost-savings** and efficiency gains with improved data quality and accuracy;
- Teams who have business processes built around simple legacy systems are asking "how can we modernize this and do it in HerBi?"
- Staff no longer have to consciously 'do' record keeping, they simply work in their sense of place and apart from one or two fields of **metadata**, the records are managed invisibly;
- Records are well preserved through **versioning** and cannot be deleted apart from in compliance with our R&D schedule and process.

ENQUIRIES

If you'd like to know more about HerBi – The all-powerful EDRMS, please contact **Kahl Olsen** (Hawkes Bay Regional Council) on kahl@hbrc.govt.nz

WWW.ALGIM.ORG.NZ

