

## Raet

Dossier Online,  
a safe central archive environment



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Alliance Manager Raet:  
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of IntraData are extremely  
practical for all organisations  
that have a demand for  
online bulk data archiving."*

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Raet has been the market leader in the Netherlands in the field of HRM and payroll for 45 years, and prepares more than two million salary and pension calculations per month. The archiving solution IntraOffice from IntraData is part of the Raet portfolio, and is deployed to make the delivery of the output of the entire HRM and payroll process possible via Raet Online. No more hardcopy archives, instead everything can be accessed safely via the internet.

### About Raet

Raet has more than 700 employees working at the head office in Amersfoort and its other branches throughout the Netherlands. With more than 4,000 organisations from a whole variety of sectors, Raet has an extremely diverse client base.

### The situation: enormous archives

Many HR processes lead to the generation of documents. The most tangible example is the payslip, but also a performance assessment or an illness can result in numerous documents. "Since the mid-1990s, it is no longer mandatory for companies to keep

hardcopy versions of certain documents in the administration files," explains John Cöhrs, Alliance Manager at Raet. "The phasing out of paper archives saves a great deal of space, and time, because documents can be retrieved much easier and quicker, for example for an accountant's audit." This digitisation process, where the paper flows are digitised on location with the client, is carried out by Raet in collaboration with IntraData. "So instead of hardcopy documents, clients receive a CD or DVD containing the entire salary or personnel administration. The distribution now takes place via our secure portal Raet Online." »

#### Management summary

- client: Raet  
sector: HRM & payroll  
challenge: centralised delivery of salary administration system output via the Raet Online portal  
solution: IntraOffice, the archiving solution of IntraData  
realised benefits:
- time savings - information is delivered quicker to the client, results of a salary run are available within (a few) hours;
  - extensive data security and 'single sign on' in logging - no one employee is able to access the salary details or personnel file of any other employee;
  - flexible standard solution - adaptable to individual needs and requirements;
  - faster importing and sorting tools for bulk volumes;
  - user-friendly.

raet



## The challenge: digitisation of all document flows

In 2007, Raet took a big step forward with the introduction of Raet Online. All HR processes are now accessed via a central portal. One of the challenges involved was to make all document flows available within Raet Online as well. Cöhrs: “Our Raet Online portal is used by all our clients. It offers all kinds of modules associated with HR and payroll. It is therefore vital that the relevant documents can be accessed immediately within the same environment. Furthermore, we have to provide a significant number of clients with quick and very secure access to the central archive where the documents are stored. Another requirement was that the solution had to be offered fully integrated via Raet Online, with the ‘look and feel’ of Raet. After many years of working together, IntraData knew our needs and requirements better than anyone. That is why we took on this challenge together with complete confidence.”

## The solution: Raet Dossier Online

The solution realised in collaboration with IntraData is called ‘Raet Dossier Online’. It consists of the salary records, the personnel files, and the files for the individual employees. It is an archive, optimised for use in centralised environments, where enormous volumes of documents can be stored, and then quickly accessed and retrieved in a controlled way by large numbers of clients.

## The results: safer, more flexible, and quicker

Clients first started using Dossier Online in 2005/2006. Cöhrs remembers: “In the early years, there was some resistance to digitisation of this type of sensitive data. Since then, numerous studies have shown that digital archives are much more safer to use than hardcopy archives. And that definitely applies for the solutions of Raet. Our software is protected both physically and digitally at a very high level. The most concrete protection is provided by the walls of the data centre, which are literally metres thick, but digital security in particular naturally requires increasingly more attention. One of the major advantages of Dossier Online is that the turnaround time for the processing of a salary run and the delivery of the results to the client has been reduced from several days to only a few hours. Whereas in the past you had to rely on the regular postal service or

a courier, nowadays the client can decide for themselves when they want to process their salaries and when they want to see the results ‘on paper’.”

## Collaboration with IntraData

The collaboration between IntraData and Raet has existed for more than 10 years, and John Cöhrs has found it a very positive experience. “IntraData take us seriously as a business partner. The development process was a joint effort, and the role played by IntraData was professional and positive, but above all insightful and analytical. They listen carefully to our needs and requirements and are able to come up with creative solutions within the set time limits. Another big plus point is that they already know our business inside out. Security is crucial for us. The level of security at Raet is similar to that in the banking world. In other words, everything has to be locked down tight. And they understand that completely at IntraData, so we can be confident that the solution developed by them will never have a hidden back door.”

Throughout the years, a number of evaluations have taken place during which Raet assessed whether or not the solution of IntraData was still the right one, or if perhaps better or cheaper alternatives were available. Cöhrs: “Up until now, we have never found a solution on the market that is a better match for us. Software can always be copied, but that does not apply for the knowledge within IntraData about our business. That is definitely where the added value is for us. The Dossier Online solution we are now offering on the market is very successful and has a very high level of client satisfaction. And naturally that is ultimately the goal you are aiming to achieve.”

## IntraData: Comfort Class in EDM

IntraData is a subsidiary of the Solipsis Group and has specialised for the development, implementation and marketing of the IntraOffice document management system since 1996. IntraOffice is the first complete solution for digital archive management that supports bulk computer output.

To learn more, please visit [www.intradata.nl](http://www.intradata.nl) or contact us, under no obligation. We would be happy to tell you more. IntraData; Comfort Class in Enterprise Document Management. *It's all about convenience.*

