aims

advice + information management system

AIMS is the database and information management system for voluntary and statutory advice organisations of all sizes

AIMS will enable your service to accurately record and report on all the issues, work and outcomes relating to your client services. It is an essential tool in the effective management of your organisation and client casework.

key features:

✦ **Effective and affordable database solution**

✦ **Straightforward and clear data entry screens that follow the work process**

✦ **Flexible modular design, providing you with a highly personalised and tailored system**

✦ **A versatile and extensive reporting module that gives easy access to all your client information for social policy, funder and management reporting requirements**

✦ **Built in functions that assist advisors and managers in their work including diaries, action lists, mail merge letters and room booking**

Starting at less than £300 it is also very affordable.
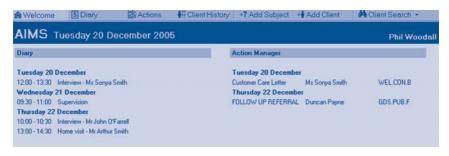
which version?

CORE

✛ Client Contact details and profile information (e.g. ethnicity)

✛ Subject record detailing case type and nature of problem

✛ Work Details capturing client contacts, case notes, work activity including time spent

✛ Outcomes and financial details

✛ Standard reports and create your own report writing tool

✛ Easy to use Search and Find Client tools

EXTRA includes all Core functions, plus...

✛ Action Manager provides reminders and personalised action lists for each caseworker

✛ Individual and Organisation wide diary incorporating client contact information and room booking facility

✛ Mail merge facility to write to one client or selected groups of clients at the same time

✛ Conflict of Interest searches, referrals database, 3rd Party Contact details and many other features.

You can upgrade from Core to Extra at any time, taking all your existing client records with you when you upgrade

AIMS Welcome screen: With Diary and Action Manager reminders providing easy access case management information for every user

training:

We run a series of one-day courses throughout the year designed for front line advisors, and organisation administrators. The training is clear and accessible, with courses covering basic usage, system administration and report writing.

We only train small groups of users at any one time and are happy to discuss your local in-house training requirements.
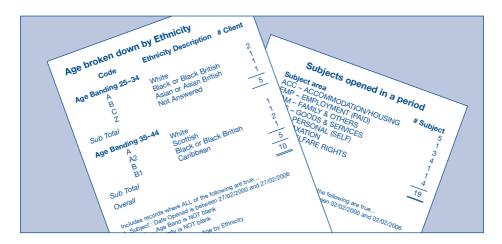
support and consultancy:

The helpline provides practical non-technical guidance on using AIMS, and is backed up by comprehensive guides and web based information. Your support contract entitles you to free upgrades and to email and telephone assistance.

AIMS can be designed to meet your particular requirements for reporting to funders, making social policy and improving your case work management. We offer a consultancy service to help you design and successfully implement your database to match your unique work requirements.

reporting:

AIMS has a versatile and extensive reporting module that provides you with access to all your data for funding and social policy reporting.

for more information:

Visit our website at **www.lasa.org.uk/aims**, or contact the team directly:

Demo CD	**For a free trial of AIMS, please email aims@lasa.org.uk to request an AIMS Demo CD**
Pricing	**For current pricing information please visit our website www.lasa.org.uk/aims**

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