



Questys® Document Management

Designed exclusively for government agencies and enterprise businesses, Questys Document Management software is your complete content management solution.

One Program Does It All

Offering everything in one easy-to-use program, this intuitive solution delivers an advanced out-of-the-box feature set that includes all the tools a business needs to digitally manage their documents including:

- Agenda Automation
- Publish Agenda Packets to the Internet
- Email Integration
- Store Electronic Files in their Native Format
- Granicus Integration
- Activity Logs
- Revision Control
- Database Lookup Capabilities

Enhanced Productivity and Disaster Recovery

Questys Document Management software improves departmental and overall office productivity. The system is vital to ensuring business continuity in the face of disaster and increasing competition. In addition, Questys Enterprise's electronic filing system saves office space and helps prevent the loss of time and money spent searching for misfiled or lost documents.

Flexibility and Scalability

Customized capabilities enable Questys to be configured to solve each business' specific needs. As your agency or business grows and changes, adding users and functionality to a Questys System can be performed effortlessly.

Secure Access

Enhanced security features within the software allow the administrators to set user specific permission levels that limit access to critical document categories and system features. So whether on site or on the road, Questys provides instant access to only the documents and records that your employees need.

Compliance

Regardless of industry, a growing concern is exposure to an ever increasing number of regulations including:

- Government Paperwork Elimination Act
- Health Insurance Portability and Accountability Act
- Electronic Signatures in Global and National Commerce Act
- Sarbanes-Oxley Act of 2002
- Gramm-Leach-Bliley Act

Questys Document Management software helps organizations minimize the amount of time, money and resources spent managing documentation while complying with industry regulations.

The Bottom Line

Questys intuitive functions and user interface reduces the overall cost associated with document management, empowering organizations to deploy enterprise content management functionality for thousands less than competitive offerings.

Standard features include:

- OCR for full text searching
- Store electronic files in their native format.
- MAPI email integration
- ODBC database lookup capabilities
- Auto-Generate cover pages to speed scanning with Questys Capture
- Revision control
- Activity log
- TIFF printer functionality
- Convert documents into PDF files

