

General Corporate

Transform your document management and business process management overnight

Optimize Resources, Strengthen Performance

Businesses of all sizes struggle to work smarter and faster – especially when it comes to managing internal processes and maintaining contracts, invoices, human resource records and other critical files. Inefficiencies and restrictions of a paper-based filing system make it difficult for many businesses to comply with regulatory issues, accurately service customers and ultimately manage growth. More and more companies are making the switch to Questys electronic document management system.

Maximize Productivity, Accelerate Response Time

Questys is the simple solution to the complex administrative and operational challenges businesses face daily. With Questys, personnel can easily store and retrieve all scanned paper and electronic records associated with a specific topic or issue in seconds. Whether tracking correspondence, collecting accounts receivables, organizing general files, or simply satisfying a customer's need for information, Questys secure database delivers the requested information instantly. Automating with Questys WfX Workflow takes business productivity and process automation to the next level by integrating electronic and paper documents into your business processes.

The Questys Business Advantage

- Save Directly from Microsoft and other third-party software applications
- Auto indexing via look-ups to external databases.
- Index and/or full-text searches.
- Version control.
- Check in/Check out to maintaining file integrity.
- Redaction and annotation.
- Customizable retention rules ensure information is kept for the appropriate period of time.
- Complete backup and restore procedures make disaster recovery and scalability a snap
- User interface that can be configured to mirrors existing filing processes.
- Simplified filing via system generated bar code cover pages for scanned documents and drag and drop functionality for electronic files.

The Questys Advantage

Easy-to-Use, Saves Time and Money

Using a familiar file drawer and folder interface, Questys allows users to mirror their existing filing processes, making it easy for any office to implement a system in hours, not weeks.

- **Share documents within work groups or across departments**
- **Easily integrate paper records, reports, and electronic files**
- **Accelerate routing and approval processes**
- **Access files remotely from a secure Web browser**
- **Improve customer service**
- **Protect against loss or damage to vital records**
- **Comply with regulations and industry-specific mandates**
- **Centralize storage of files and documents**
- **Enhance workforce productivity and accountability**

