

# Government

*Document Management and automated agendas for the public sector*

## Making it Easier to Do Business

Without an electronic document management system, the vast majority of government offices struggle with filing, finding, sharing and archiving their documents and records.

Questys enables government offices to easily transfer paper-based documents into secure and accessible electronic images, and quickly integrate them with spreadsheets, reports and other electronic files. This move from paper to electronic document management improves organizational efficiencies and boosts service to the citizen by speeding response times and accuracy.

## Maximize Resources, Minimizing Costs

With Questys, clerks and managers can instantly find specific records within a file by searching via document categories, keyword indices and even the OCR text of the document. This intuitive search capability saves countless hours of searching for a specific file or application.

Simultaneous access to shared files by multiple authorized personnel is another key benefit to working with electronic documents. This added convenience permits easy collaboration on files without the fear of compromising or misplacing information.

Automating with Questys WfX Workflow takes business productivity and process automation to the next level by integrating electronic and paper documents directly into your business processes.

## Additional Benefits:

- Instant location of desired files and documents using keyword and full-text OCR searches
- Ability to save directly from Microsoft and other third-party software applications
- Protection of document integrity with revision and redaction functions
- Complete backup and restore procedures make disaster recovery and scalability a snap
- Collaboration on files with version control, check-in/check-out and electronic sticky notes
- Document retention rules assist in meeting compliance regulations
- Password protection limits access levels
- Simplified filing via system-generated bar code cover pages for scanned documents, and drag-and-drop functionality for electronic files

## The Questys Advantage

Questys is the ideal solution for government agencies and organizations whose budget and IT resources are limited. By removing the complexity of paper trails and making it easier to manage their everyday workflow, Questys saves a tremendous amount of time, money and resources.

- Automate your entire agenda process
- Easily integrate paper records, reports, and electronic files
- Centralized storage of files and documents
- Accelerate routing and approval processes
- Minimize the amount of time and resources spent
- Achieve a paperless government
- Protect against loss or damage to vital records
- Address disaster recovery and other regulations and mandates
- Improve customer service for your constituents

