

# Human Resources

*Smart employee records management*

## Realizing the Benefits of Electronic Document Management

*Save Time, Money and Resources*

Proper maintenance and storage of Human Resources files is critical to managing the welfare and well-being of your employees and complying with employment and financial management regulations. Without an electronic document management system, even the most efficient HR offices may struggle when it comes to accessing employee reviews, tracking payroll reports, and updating benefit and W-2 statements.

As a leading provider of document management software for small to medium-sized businesses, Questys makes managing and maintaining an HR department easier and more cost-effective. HR professionals can quickly transform their offices from paper-intense, chaotic working environments into more productive, structured and resourceful electronic offices.

## Maximize Productivity and Efficiencies

*Save time, money, and resources*

Find what you need, when you need it. Questys electronic database also helps HR departments easily control and monitor user access to documents and files stored within the database. This feature helps protect confidential employee information and works to ensure that files are not compromised, misplaced or accidentally deleted.

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.

## Affordable, Easy-To-Use

Questys is the ideal solution for HR offices with limited budgets and IT resources. Questys feature-rich document management system provides:

- Drag-and-drop functionality that speeds and simplifies electronic filing
- Instant location of desired files and documents using keyword and full-text OCR
- Ability to save directly from Microsoft and other third-party software applications
- Protection of document integrity with revision and redaction functions
- Collaboration on files with version control, check-in/check-out and electronic sticky notes
- Compliance with document retention rules
- Complete backup and restore procedures, making disaster recovery and scalability a snap
- Protection of employee confidentiality with password protection
- System-generated barcode cover pages to expedite document scanning

## The Questys Advantage

Simplicity and enhanced functionality is second-to-none, making Questys a truly unique and affordable document management solution for today's HR professionals.

- Easily integrate paper records, reports, and electronic files
- Accelerate routing and approval processes
- Address industry rules and regulations
- Improve customer service
- Minimize the amount of time and resources spent
- Enhance productivity and efficiency levels
- Access records from remote locations