



## Content Management (CMx)

CMx is a leading electronic document and content management solution designed exclusively for small- to medium-sized businesses or enterprises. Combined with the Questys WorkFlow (WfX) module, users can leverage real business process management to increase productivity, reduce costly manual processes and minimize paper consumption.

### Collaborate and Communicate

CMx promotes collaboration with a centralized solution for users to share documents, ideas and conversations within a secure environment. Together, users can develop better decision-making information and get more information out of existing business applications.

### Value of Combining Content Management and Business Process Management

An effective content/document management system requires a business process automation solution to build processes around the flow of electronic documents. We have therefore tightly integrated these two essential systems into our solution.

Combined these solutions offer key benefits to your organization:

- Reduced amount of paper your business consumes by automating paper processes and storing the documents on disk, not filing cabinets. Reduced paper consumption helps your business “go green.”
- Automating your paper processing removes the manual paper-based delays and their cost from your business.
- Users can now share and locate files easily and efficiently, enabling communication and collaboration with each other more effectively.
- Saved time by automating business decision making processes and eliminating tedious manual procedures.

### Achieve Compliance and Regulation

CMx manages and quickly delivers content that may be critical to legal liability or compliance.

- Improve your compliance initiatives with greater control of processes and easily accessible audit trails.
- Accelerate searching and retrieval of any document.
- Permission-based access gives you complete security of documents and information.
- Automatically secure your documents in a centralized repository to enhance governance, risk and compliance.
- Implement revision and retention policies on a per document basis so you can effectively manage your document delete and shred cycles.

### Optional: Software as a Service (SaaS)

Our SaaS option provides our Questys Content Management solutions at a price any organization can afford. Eliminate the costs associated with servers, backup, and other hardware and let Questys handle it for you. Our SaaS Content Management is hosted in our data center on our hardware. You simply focus on the benefits and we will take care of the rest. All that's required is an Internet connection and a PC that meets our system requirements.

### The Bottom Line

Questys CMx reduces the costs of paper-based systems and improves employee productivity with process automation, all while providing an effective solution to today's compliance and regulatory standards.

### Standard features include:

#### Reduce Costs

Reduce and remove paper-based systems and processes so your business can save money on paper and the cost of storage, while improving your decision making processes.

#### Find Any Document In Seconds

Don't waste valuable employee time trying to find documents and files in a paper-based filing system. Advanced search capabilities can locate documents quickly and easily.

#### Simplify E-Discovery

Need to find documents or e-mails that pertain to a certain event or person? All the information is in your CMx system. With the set of Search tools provided you can easily respond to legal or government requests for data in a timely manner.

#### Flexible User Access

Whether you have local or remote office users, CMx provides secure access to the files anywhere and anytime with its unique Web Access.

