

# Real Estate

*More sold signs through fewer document management hassles*

## Moving Business Forward with Speed and Efficiency

The volume of documentation required to list, market and sell property is difficult to manage for even the most organized real estate office. Maintaining business transactions and ensuring accuracy is further complicated by the need to share files and comply with local and industry regulations.

Using an electronic document management system from Questys, realtors can alleviate administrative headaches, and make doing business easier and more profitable. With Questys, document management software, real estate professionals can resolve organizational challenges and move their business forward faster, and more efficiently. By having immediate access to any document in any file, agents and brokers can spend more time servicing customers and building their business; and less time shuffling, copying, and filing documents.

## Making Real Estate Transactions Easier and More Convenient

By linking scanned images of paper documents with related electronic files and e-mails, Questys automatically creates complete records for every deal. This helps real estate professionals comply with industry regulations while providing an organized archive of client transactions and real estate sales that can be accessed 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.

### Additional Benefits:

- Ability to save directly from Microsoft (Office, Outlook/Exchange) and other third-party software applications
- Keyword and full-text OCR searches, instantly locating desired files and documents
- Protection of document integrity with revision and redaction functions
- Customizable retention rules, ensuring information is kept for the appropriate period of time
- Instant access to documents anywhere via secure, remote Web access
- Complete backup and restore procedures, making disaster recovery and scalability a snap
- One comprehensive application instead of multiple modules
- Standard MSI technology, making push installations possible
- Simplified filing via system-generated bar code cover pages for scanned documents, and drag-and-drop functionality for electronic files

## The Questys Advantage

### *Improving Productivity and Enhancing Customer Service*

Questys dramatically improves the service levels real estate professionals can offer their customers. With electronic files and records accessible via customizable index criteria, or full-text searches, this dynamic solution provides greater efficiency during the sale, and faster customer response times. For realtors with multiple offices or who work remotely, the Questys Web module provides secure, instant access to all stored files.

- 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

