

## Browse, Search, and Print with Ease

Questys Access builds on the value of content management by providing access to documents wherever they are. Personnel using this module can browse, search and retrieve documents using an easy-to-use interface.

An external facing public component allows constituents to research publicly available documents saving your employees time with public records requests.

## Improve Communication & Collaboration

Authorized users enjoy access to documents captured by the Questys Document Management system in real time.

Users have the option to customize searches using meta data fields or searching by OCR. Including the ability to open up multiple documents at a time to promote collaboration and increase work efficiencies.

## ► The Bottom Line

**This easy-to-use web module offers enterprise-level functionality and improves productivity and service.**

- Increased user collaboration and real-time access 24/7.
- Keyword and full-text searching capabilities.
- All features fully controlled by Questys Security.
- Participate in workflow processes created by Questys WorkFlow.

**Questys Access** gives users their document library on the go from any location in the world accessible on any browser or device. Whether on the road or working from home,

**Empowering users to stay connected and work with documents at their fingertips.**

## Questys Access Functional Diagram

