QUESTYS
People More Productive

Modernizing Local Government HR Departments

Manage people, not files

In the realm of local government, human resources offices play a pivotal role in managing the workforce, ensuring compliance and maintaining the efficiency of administrative operations. However, these offices often grapple with an array of challenges that hinder their productivity, such as managing and protecting large volumes of sensitive employee information. That's where Questys Document Management comes in to let human resources administrators focus on doing what they do best: managing people, rather than files.

A secure haven for sensitive employee information

Local government HR departments are entrusted with a treasure trove of confidential data, from employee resumes and contracts to performance reviews and personal records. The challenge lies in safeguarding this information from unauthorized access, misplacement and non-compliant storage practices. Questys Document Management serves as a digital fortress, offering a secure repository for all HR documents while adhering to regulatory requirements for proper archival and destruction.

Streamlining administrative tasks

Questys empowers HR teams to streamline their daily administrative duties. No longer burdened by the labor-intensive tasks of manual file updating, storing and categorization, HR professionals can focus on their core responsibilities – managing human resources effectively. This translates into increased efficiency, reduced risks associated with manual paperwork and a smoother audit process.

Seamless workflows from hiring to exit

Questys integrates into the entire employee lifecycle. From hiring and onboarding to exit interviews, Questys automates essential functions, ensuring that HR teams can efficiently process new applicants, onboard new employees and manage exiting staff. Automated document workflows ensure that files and information are routed to the right individuals for reviews and approvals, expediting decision-making.

THE QUESTYS PORTFOLIO

Electronic Content Management
We enable organizations to deliver relevant content to users where and when they need it as well as eliminate ad hoc processes that can expose an organization to regulatory compliance risks and security issues.

Workflow Automation
Whether personnel are across the hall, across the city or across the country, Questys Workflow Automation WFx promotes increased workplace organization, productivity and accountability, while helping to reduce project time and costs.

Agenda & Meeting Management
For city managers, county clerks and other administrators, the Questys solution captures and manages physical records electronically, and automates agenda processes such as legislative publishing, roll-calls and vote tabulation.

Forms Automation
Questys Capture uses OCR to extract data from contracts, forms, invoices, letters, etc., for automated insertion into your Questys CMx at the same low price no matter how much paper you process.

Questys Access
Questys Access empowers seamless document management and collaboration though a modern web-based interface that allows for anytime, anywhere access, whether you're in the office, at home or on the road.
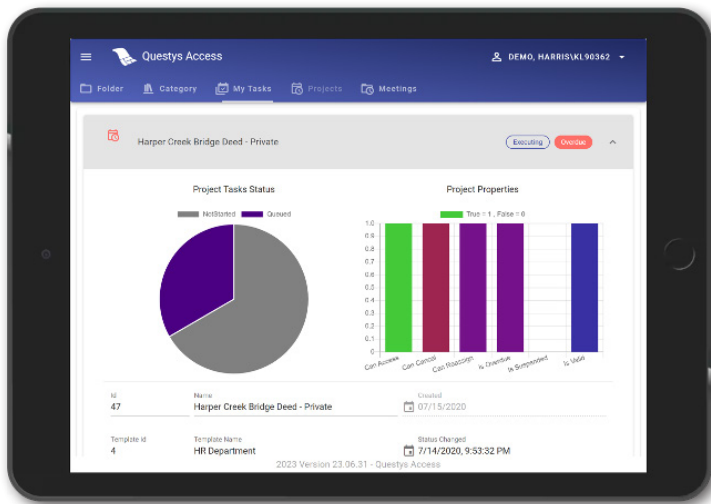
Centralized repository for instant accessibility

Gone are the days of documents being misplaced, miscategorized or lost in the shuffle. Questys helps local government HR offices establish a centralized document repository that offers immediate access to critical information when needed. Questys' meta-text searchability ensures that valuable time is not wasted hunting down documents, so employees can focus on meaningful tasks.

Data capture tools further reduce the burden of paperwork

For example, optical character recognition (OCR) will automatically extract data from physical documents, convert that data into the appropriate format and save it into electronic formats recorded on a single platform. You can then use Questys' advanced search engine to quickly find what you need, using a wide range of criteria, metadata or full-text.

A bright future with Questys

Questys Document Management modernizes the way local government HR offices operate. By providing a secure, searchable repository and streamlining workflows, Questys empowers HR professionals to focus on strategic initiatives while ensuring compliance and data security. In an era where efficiency and compliance are paramount, Questys emerges as a steadfast partner for local government HR professionals, ushering in a new era of productivity and confidence.

QUESTYS BENEFITS

Improved productivity
Enterprise Content Management software allows business to automate their document-related processes, saving time and effort.

Content control
Advanced security features such as access controls, encryption and audit trails, which help protect sensitive information from unauthorized access.

Enhanced collaboration
Questys makes it easy for teams to collaborate on documents by providing tools for version control, commenting and document sharing.

Regulatory compliance
Meet industry regulatory compliance requirements that mandate content management, visibility and protection of sensitive information.

Flexibility
On-prem, cloud and hybrid deployment models with 100% feature parity.

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