

Versatile Software allows you to successfully manage your records. Use this list to help you determine which solution is the best for you.

	Versatile Express	Versatile Professional	Versatile Enterprise
RECORDS MANAGEMENT SOFTWARE	The easy-to-use records collection tool that can be used by anyone, anywhere to manage physical records.	A mid-level software that gives you control over your records and record center in a secure managed environment.	The premier, enterprise-wide solution designed to manage all of your physical and electronic records, including e-mail.
Manages Physical Records	✓	✓	✓
Performs Retention Scheduling	✓	✓	✓
Tracks Circulation of Records	✓	✓	✓
Robust Full-Text Searching	✓	✓	✓
Integrated Reporting System	✓	✓	✓
Imaging and Electronic Attachments	✓	✓	✓*
Customizable Fields	✓	✓	✓
Color Label Design System	✓	✓	✓
Tethered Barcoding*	✓	✓	✓
Portable Barcoding*		✓	✓
Record Center Graphical Representation		✓	✓
Custom Lists		✓	✓
Comprehensive Security		✓	✓
Manages Destructions		✓	✓
Web Search, Request, and View*		✓	✓
Web-Based Record Submittal*			✓
Manages Electronic Records*			✓
Complex Record Structures			✓
Chargeback System			✓
User Profiles for Personalization			✓
Automatic Notifications*			✓
Maintains Audit Control			✓
Strategies and Views			✓

Versatile

PRODUCT COMPARISON

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□ Managing **Information** the Way YOU Work.