



Add-on for Versatile Software

Versatile Electronic Records Management System (ERMS) is a seamless addition to our product line that applies the power of Versatile Enterprise's physical records management to electronic records.

Versatile ERMS empowers users to easily organize and store electronic records, including e-mail, word processing documents, spreadsheets, PDF files, scanned images, and more in a central and secure repository. Retention schedules are applied automatically, providing consistent enforcement of record retention policies across your organization.

Versatile ERMS is embedded into the Windows Explorer®, allowing standard folder navigation to store and retrieve records. Drag, copy, paste, and save directly into the ERMS repository from any Windows location or application.

Each folder maintains special properties that define the retention policy and security settings ahead of time, so users are not burdened with policy decisions on every document. It's that simple!

Versatile ERMS supports all ODMA-compliant desktop applications, such as Adobe® Acrobat®, Microsoft® Office® products, including Word®, Excel®, Access®, and Outlook®, as well as Lotus Notes®. In addition, any file compatible with the Windows file system may be stored in ERMS*.

Versatile ERMS even allows you to manage documents located in other repositories, without having to copy the actual data into ERMS. For example, you can apply the power of ERMS to documents located on a file system hard drive or network share, an MS SQL® database, or an MS SharePoint® Web site.

*A user must have the application corresponding to the file type in order to view the contents of the file.



Manage it all—work-in-process documents, archived electronic records, entire databases, paper files, boxes, and storage rooms—in one application.

▣ System specifications and requirements

Requirements vary greatly depending on the number of users working in the module, and the number of electronic documents they are tracking

Pentium 4 processor required for server and workstation

Microsoft Windows XP, with the latest available service packs

Supports Microsoft Office® 2002®/2003®

▣ *Versatile ERMS applies the power of Versatile Enterprise to electronic records*

▣ Managing Information the way YOU work.



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