



Powerful Records Management Software

## FEATURES LIST

**Versatile Express** is Zasio's easy-to-use records collection tool that can be used by anyone, anywhere to manage physical records. Following are some of the many powerful features in Versatile Express.

### ▣ **General Capabilities**

Manages physical records

Enables records retention schedule development

Supports full-text searching

Allows sorting, printing, and exporting of customized reports

Manages images as records

Allows field customizations, including user-defined fields and field renaming

Contains built-in color label designer

Supports tethered barcoding\*

\*Additional software or hardware required

### ▣ **Manages Physical Records**

Tracks file folders and boxes

Index your records with standard fields as well as unlimited user-defined fields

Move records to another department with global change

Checkout Manager performs records request handling

### ▣ **Retention Scheduling**

Create and maintain record retention schedules

Schedule records for physical transfer and destruction

Calculate retention based on time period or event

Retention dates continually calculated by retention processor

### ▣ **Full-Text Searching**

Supports keyword, full-text, phrase, Boolean (and, or, not, like), wild card (leading, embedded, and trailing), and proximity searches

Searches multiple fields, including user-defined fields

Sorts, rearranges and prints retrieved records

Exports search results to Microsoft® Excel®

### ▣ **Reports**

Includes an integrated reporting system

Creates standard and unlimited user-defined reports

Allows report e-mailing and exporting to file

Reports on inventory, circulation activity, and destructions

### ▣ **Imaging**

Contains a built-in imaging system

Attach electronic files, such as PDFs, Word documents, or images to a file or box

Scan images, or load from a network or PC

Display and work with images from built-in imaging viewer

### ▣ **Customizable Fields**

Contains standard and user-defined fields and tables

Minimizes data entry with efficient screen design

Allows renaming of headings, captions and hints

### ▣ **Color-Coded Labels**

Contains a built-in color label design system

Easy-to-use label design in a WYSIWYG screen

Prints color-coded shapes, text, and barcodes based on data from your Versatile database

Prints static shapes, text, barcodes, lines, and graphics on labels

Define your own color mapping based on letters, numbers, months, years, etc.

Share color files among label projects

Edit and save data with a label project

Preview labels before printing

Import existing TabQuik® label formats, or print directly from Versatile through the TabQuik program

### ▣ **Barcoding\***

Supports tethered barcoding

Scan barcodes for easy checkout and retrieval

Prints barcodes on reports and labels

\*Additional software or hardware required

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**ZASIO**  
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Rev. 09/01/10