

VERSATILE™

Organize and manage your physical and electronic records with our Versatile™ technology solutions.

	Versatile Express™	Versatile Professional™	Versatile Enterprise™	Versatile Enterprise LE™ (Legal Edition)
	Gives you the power to start a quality records management program quickly and easily.	The perfect fit for mid-sized businesses with standard records management and imaging needs.	Our flagship solution capable of handling all of your physical and electronic records.	Premier records and document management solution designed for law firms to manage physical and electronic records.
Records Management Software				
Physical records management	✓	✓	✓	✓
Standard retention schedule management	✓	✓	✓	✓
Circulation (check ins/check outs) management	✓	✓	✓	✓
Integrated reporting system	✓	✓	✓	✓
Label design system	✓	✓	✓	✓
Barcode scanning with attached readers	✓*	✓*	✓*	✓*
Full text searching	✓	✓	✓	✓
Color Label Design system	✓	✓	✓*	✓*
Imaging and electronic attachments	✓	✓	✓*	✓*
Automatic email notifications	✓*	✓*	✓*	✓*
Single sign on authentication	✓	✓	✓	✓
Electronic records management (lite version)		✓*	✓*	✓*
Barcode and RFID scanning with portable readers		✓*	✓*	✓*
Visual space management		✓	✓	✓
Customizable lists		✓	✓	✓
User security		✓	✓	✓
Destruction management		✓	✓	✓
Web search, request and submit		✓*	✓*	✓*
iOS app integration		✓*	✓*	✓*
Enhanced reporting capabilities			✓	✓
Electronic records management (full version)			✓*	✓*
Comprehensive retention schedule management			✓	✓
Extensive imaging and electronic attachments			✓*	✓*
Enhanced destruction management			✓	✓
Expanded security			✓	✓
Charge-back tracking			✓	✓
Legal holds			✓	✓
Customizable user profiles			✓	✓
Audit trail			✓	✓
Statistical charts and graphs			✓	✓
Multiple language options			✓	✓
Client/Matter management				✓
Ethical walls				✓

* Additional software and/or hardware required.

VERSATILE™

Research, create and maintain a retention schedule with our Versatile™ technology solutions.

	Versatile Retention™	Versatile Retention Int'l™
Retention Management Software	A complete retention schedule management and research solution that will keep your schedule up-to-date and under control.	An all-in-one global retention schedule management, international legal research and consulting services solution.
Comprehensive legal research	✓	✓
Retention schedule management	✓	✓
Record and organize interviews	✓	✓
Continual live citation updates ¹	✓	✓
Customizable user security	✓	✓
Full citation text	✓	✓
Integration with SharePoint and other content systems	✓	✓
Integrated reporting system	✓	✓
Point-in-time schedule history	✓	✓
Change control workflow	✓	✓
Web interface	✓*	✓
Automatic notifications	✓*	✓*
At-a-glance jurisdictional exceptions	✓	✓
Customized int'l legal research		✓
Direct link to research analysts		✓

* Additional software required.
 1 Internet connection required.