



# Versatile™ 2023

Learn more about Versatile 2023  
by scanning the QR code below!

Retention schedule and records management software designed for records managers and information governance professionals.



Pick the functionality you need and rest easy knowing that as your program evolves, you won't need to purchase separate software. It's all right there, ready when you are. *One user-friendly solution starting at under \$10K.*



## Retention Schedule Management

If your retention schedule has outgrown that spreadsheet, or keeping up with retention regulations through the internet isn't as easy as you thought, Versatile 2023 is the tool for you. Key features include:

- Create & Maintain Retention Schedules
- Regular Legal Citation Updates
- Retention Schedule History
- Change Management
- Audit Control
- Role-based User Interface
- Robust Reporting System



## Physical Records Management

Whether tracking active files stored on-site for regular access or inactive boxes in an off-site records center, always know their status, location, ownership, retention dates, and more. Key features include:

- "Smart-Search" Keyword Searching
- Role-Based Security
- Built-in Reporting
- Retention Scheduling
- Check-out Tracking
- Visual Space Management
- Barcode Design & Generation



## Electronic Records Management

ERM empowers you to organize and store unstructured documents in a central repository. ERM handles it all: emails, word documents, spreadsheets, PDFs, scanned images, and more. Key features include:

- Manage Records In-Place
- Email Management
- Microsoft Office Compatible
- Manage Images as Records
- Automatic Retention Calculation
- Integration with SharePoint, Google, Box, and More
- Workflow management

# ZASIO

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