Rev.1

RecordQuest:

Records Control Management System

Robust management solution for non-versioned documents called Records. Fully replaces the need to **store hard copies or records** on a network share

* Powerful **Template System** per each **Record Type**
* Customizable **views** and **email notifications**
* **Record assignment** with **Due Dates**
* **Approval workflow**/**Auto Issue** of records once **Approved**
* Improved **search** to look in the records **meta data** as well as in **all attached files**
* Grouping by **Record Set**
* **Protected** and **restricted access** to classified records
* **Batch creation of Records**
* ZIP package **Records** **download** for offline work
* Record **Archival/Expiration schedule**