



systemware

# Records Manager

## Quickly and Easily Manage the Entire Lifecycle of Your Information

Effective records management has never been more crucial to meeting corporate governance, risk management and operational mandates. Yet half of all enterprises have yet to develop a fully integrated records management strategy and program.

With Systemware Records Manager™, you are able to capture, classify, store, manage and finally dispose of any type of physical and electronic records – documents, email, scanned images and business application output – in a consistent and integrated manner within one easy-to-use application. Our DoD 5015.2 certified solution uses a single file plan to maintain all records providing complete organization of files, folders and documents, as well as, retention schedules to govern how multiple document classifications are to be stored and managed for the life of all records.

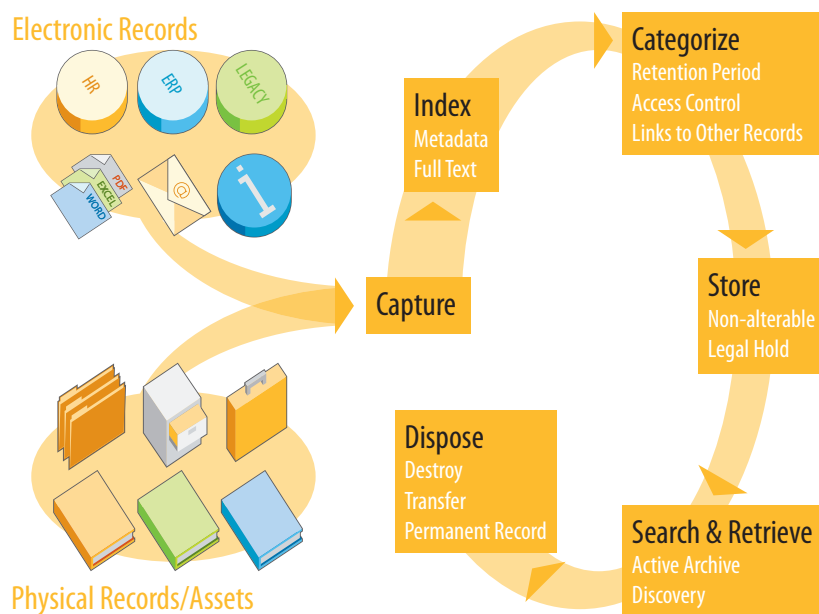
## Enhanced Capabilities

- ▶ Manages all types of electronic records and physical assets
- ▶ Offers an easy to use records capture, declaration, and search
- ▶ Provides full integration with SharePoint and Outlook
- ▶ Provides event and time-based retention rules engine
- ▶ Delivers robust legal hold functionality
- ▶ Provides records lifecycle management from creation through disposition
- ▶ Supplies audit trail and chain of custody authentication

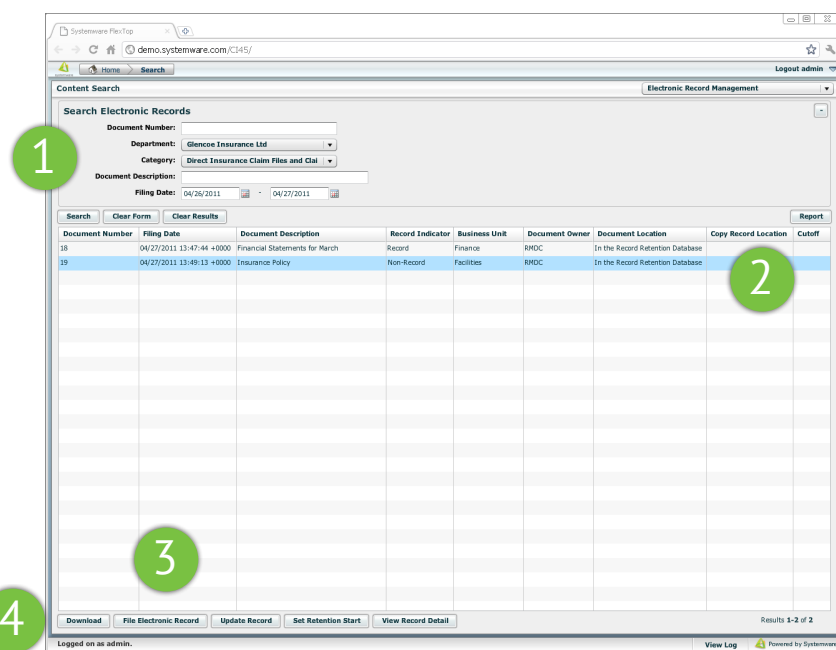
## Simplifying Processes Leads to Better Management

**Records Manager** - Our template-based system guides you in a straightforward manner to set users, groups, roles, and categories. Consistent retention rules allow you to build a rules library on the fly for reuse with established categories. And our configurable system allows you to blend decentralized, centralized as well as automatic record filing.

**Users** - With Systemware, you are granted permissions to access the information and perform tasks based on your role within the enterprise. Our role-based access increases the ease of use, improves productivity and most importantly, increases the accuracy of your management efforts.



# Systemware Records Manager



1 Search function – to search for specific records or categories within the system

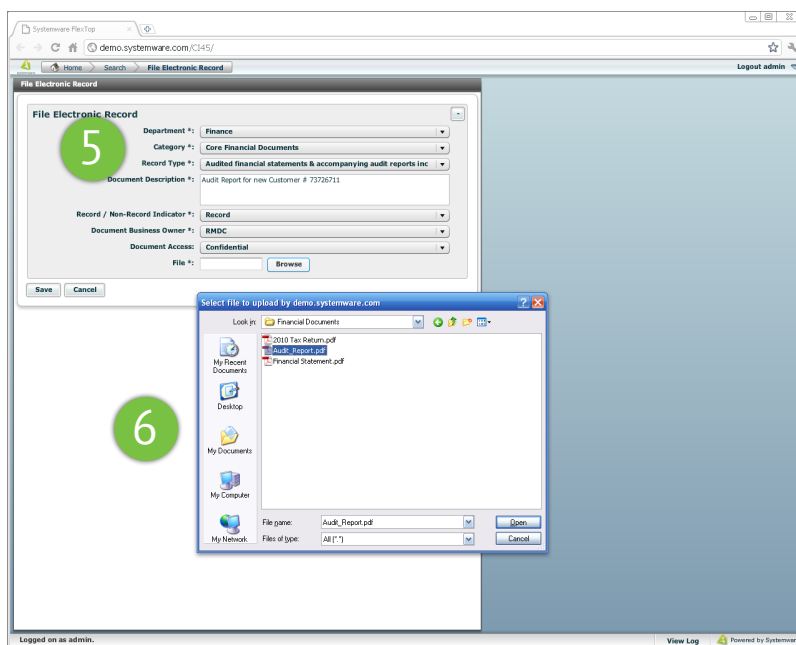
2 Displays detailed search results

3 Add record function - to add records, which can be digital or physical assets. Digital record types can include but not limited to email, digital photos, scanned images, Web records, or PDF documents

4 Options for selected search result(s)

5 Add descriptive metadata to records with easy to use point and click drop down templates

6 Quickly and easily browse and upload electronic documents



## About Systemware

Systemware provides ECM solutions to some of the largest US organizations – across multiple platforms – in deployments managing petabytes of data and billions of documents. Systemware enables customers across a wide range of industries to make better business decisions, capitalize on information assets, improve productivity while reducing costs and ensuring compliance. Founded in 1981, Systemware is a privately-held corporation headquartered in Addison, Texas, with branch offices throughout the United States.



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