

RDA

Reduce Time & Paper when Creating Records Disposition Approvals

Specific Details

Simplified Sign-Off Process for Approvers

- ✓ The ability to view all the meta-data for an object so a decision can be made quickly
- ✓ RDA Filters and Facets to quickly identify sets of records and approve or reject them in batches.

Simplified Records Disposition Support

- ✓ Ability to request feedback for support if User is unsure about a certain record.
- ✓ Easily select approved records and de-select rejected records for processing in a disposition search
- ✓ Bulk apply holds or update records management metadata directly from an RDA

Simplified Review Process

- ✓ View summary of every user's approval
- ✓ Easily select approved records and de-select rejected records for processing in a disposition search
- ✓ Bulk apply holds or update records management metadata directly from an RDA

RDA Integrated Reporting Framework

- ✓ Write and integrate your own custom reports into the RDA process
- ✓ Supports OpenText LiveReports, WebReports and Red House Simplates technologies.

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Easy to Use for Records Managers

RDA was built to make it easy for users to sign-off on records as well as to reduce the time it takes for Records Managers to process the records once they receive the approvals.

Benefits

- ✓ Streamlining and automation of RDA approval process reduces time
- ✓ Seamlessly integrated into Content Server 10
- ✓ Improved Records Management Accountability via audited User IDs and Time Stamps

Content Server 10 with RDA ✓

Features

Multiple RDAs based off a single disposition search	✓
Approvers can Request Feed back	✓
Approvers can easily track process in large RDAs	✓
Integrated Reporting Framework	✓
No limit on the number of approvers	✓
Integrated facets and filtering	✓
Bulk apply holds and update metadata directly from a RDA	✓
Customizable Email notifications	✓
Granting of Temporary Permissions to Approvers	✓
Force a justification reason when records are rejected	✓
Customizable RDA instructions sent with each RDA	✓