RECORDS DISPOSITION APPROVAL MODULE (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
- ✔ Improved Records Management Accountability via audited User IDs and Time Stamps

Content Server with RDA Features ✔

Feature	
Multiple RDAs based off a single disposition search	✔
Approvers can request feedback	✔
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 an RDA	✔
Customizable Email notifications	✔
Granting of Temporary Permissions to Approvers	✔
Force a justification reason when records are rejected	✔
Customizable RDA instructions send with each RDA	✔