

Maxus Records

RECORDS MANAGEMENT FOR SMALL TO MEDIUM ENTERPRISES

Maxus Records is a ready-made records management system that harnesses the very latest features of the Inmagic TextWorks software. Maxus Records is designed for small to medium organisations that don't need to conform fully to rigorous records management or document management standards but still need a reliable solution for keeping track of their records.

Able to manage both paper-based and electronic resources, Maxus Records comes "out of the box" with the user-friendly, modern screens that you would expect from the Maxus Business Suite of products.

Maxus Records gives you the choice of file titling options. You can simply create your own file titles using free text; or, for an additional price, **Maxus Records Thesaurus Option** provides you with an Active Classification Solutions add-on that links to a three- or four-level hierarchical thesaurus for your file titles.

The data entry screens in Maxus Records make it so easy. Just type the required details, using drop lists and simple navigation, then click the Save button!

Click the **Create File Title** button and the Active Classifications Solution software opens, allowing you to paste from your thesaurus straight into the File Title:

Edit: New Record

Note: Fields marked * are compulsory

Add/Edit File	
* File Number	MX050123
File Title	Human Resource Management - Appointments - Contracts
Dept	Marketing
Location	Level 2
* Date Created	12 January 2005
* Created By	AMC
* Start Date	January 2004
End Date	
* Entered by	AMC
* File Status	Active
Notes	
Series No	MX124
Series Description	
Previous Series No	
Related Files	MX041203
Retention Period	
Retention Sched No	
Review Date	January 2007
Date Active To	January 2007
Date Closed	
Archive Box No	
Archived Date	
Destruction Date	

ClassifMgr - Classification Manager

Single click on a term to select and display its Scope Note.

Select a Level 3 term.

- Acceptances
- Contracts**

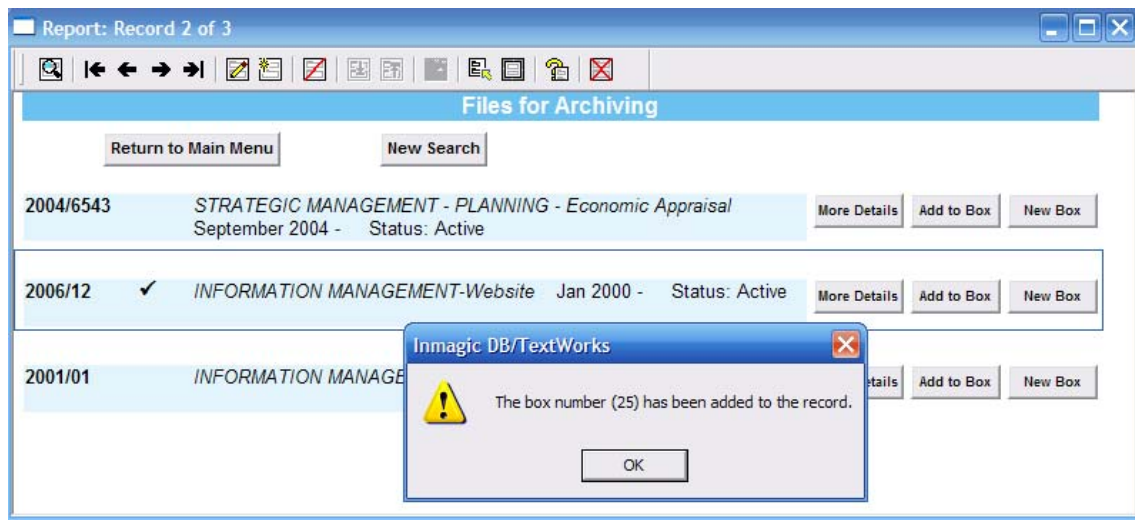
Scope Note for: Contracts

Selected classification

Classify as: Human Resource Management - Appointments - Contracts

Back Cancel

Maxus Records lets you control files, parts and documents. It lets you issue files, place reserves, and print labels and barcodes. You can even use Maxus Records to show that a file has been added to a particular archive box.



Summary of Maxus Records features:

- Optional file titling from a multi-part thesaurus
- Management of files, documents, parts
- File tracking including reservations
- Reports and statistics on file creation and file movements
- Single-click archiving of files to boxes
- Easy navigation with menus and buttons
- Folder labels and box labels designed for printing
- Drop lists for fast and accurate data entry
- Powerful, user-friendly search screens
- Built-in screens to let you publish Maxus Records to the web or your intranet (requires *WebPublisher PRO*)

Maxus Records: available for both DB/TextWorks® and CS/TextWorks (version 9.00 or higher).

Maxus Records comes with screens for use in the web environment with *WebPublisher PRO*.

Available only from Maxus Australia and the network of local Maxus representatives.

About Maxus

Maxus Australia provides information management software and consulting services to a wide range of organisations across Australia, in the SE Asian region and elsewhere. Our consultants are the leaders in their field, with extensive information management and software experience, and specialise in programming, scripting, design, database set up and training. We believe that the Inmagic software range is the best on the market today and it is our software of choice when establishing and installing successful information management systems for our clients. There are over 2,000 satisfied Inmagic users in Australia and more than 50,000 users in 57 countries around the world.