



We are pleased to announce that the Simple Records Manager software has been replaced by the enhanced Web Simple Records Manager. Please note that support for the Simple Records Manager has been discontinued. You can find comprehensive information about the Web Simple Records Manager by visiting our [website](#).

Key Enhancements and Features of Web Simple Records Manager:

- **Concurrent Multiple Open Windows:** Easily switch between tasks with multiple open windows.
- **Redesigned Interface:** A user-friendly and intuitive design for easier navigation.
- **Multiple Filters Capability:** Apply multiple filters to boxes and files for better organization.
- **Keyword Searching:** Built-in search functionality on the main box and file screens.
- **Expanded Data Fields:** Allows for more comprehensive information storage about box or file contents.
- **Legal Hold Facility:** New addition for legal compliance.
- **New Retention Information Filters:** Easily lookup retention information with new filters.
- **Enhanced Reporting Mechanism:** Generate reports with a built-in PDF generator.
- **Destroyed Files Tracking:** New feature for tracking file destruction.
- **Web-Based Access:** No PC or server installation required; accessible from any internet connection.

To upgrade or learn more about our Web Simple Records Manager, please contact us at:

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