

# byREQUEST® Deployment ...in 3 easy steps!!

## 1 Select

Securely select paper-based reports from a variety of operating system platforms. Use byREQUEST spooler organizational tools and filtering options to arrange and classify the selection of your reports. Select invoices, receipt forms, billing information, inventory reports, account analyses, student transcripts, course scheduling, and more.

## 2 Publish

Instantly convert your paper-based reports & forms from printed hardcopy to any number of electronic formats for easy archiving, sending and sharing. View, forward and store information in initial host file format or change the host format altogether. Create an array of digital formats to include Word, Excel, PDF, HTML and more. Use reports & forms as electronic documents, spreadsheets, web pages and more. Create templates. Use macros. Electronically 'burst' your report by section!

## 3 Distribute

Use unlimited transport options to distribute your electronic reports & forms. Import personal contacts and address books or create new distribution lists. Deliver reports to PCs, LANs, and WANs. Send reports as E-mail attachments or faxes. Archive forms to CD or store on report servers. Even distribute that electronically 'burst' report by section.

