



onHAND[®]

ePaper FOR BUSINESS[®]

BUSINESS REPORTS... AT YOUR FINGERTIPS

ORGANIZE

Catalog and index reports/documents by defined fields exercising total control over the information.

Reports are stored (and retrieved) in formats such as Excel, Word, PDF, HTML, and Text.

Electronically file reports and keep them organized as they are produced... daily, weekly, monthly, or yearly

Keep data fresh by tracking revisions over the life of a document, automatically.

SAVE

Securely organize documents into user-defined folders.

Restrict some users to certain documents and folders. Give other users full access.

Reports are accessed safely and securely across the internet or your company's intranet.

RETRIEVE

Search thousands of documents quickly and easily. Retrieve reports that meet indexed criteria.

Move documents from old archives into a modern fully indexed report server.

Retrieve and display documents in familiar PC desktop formats.

Rules based automatic filing for both short and long-term report storage with 'life cycle management'.

USE

onHAND[®] with byREQUEST[®] to provide a fully automated method of capturing and archiving all or selected subsets of your daily, weekly and monthly reports and business documents.



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