



Add-on for Versatile Software

Versatile Web is an add-on to Versatile Enterprise and Professional that enables remote offices to search, request, and view records information using their Web browser. Versatile Web can integrate right into the corporate intranet site, using corporate logos and graphics, for a seamless records management interface.

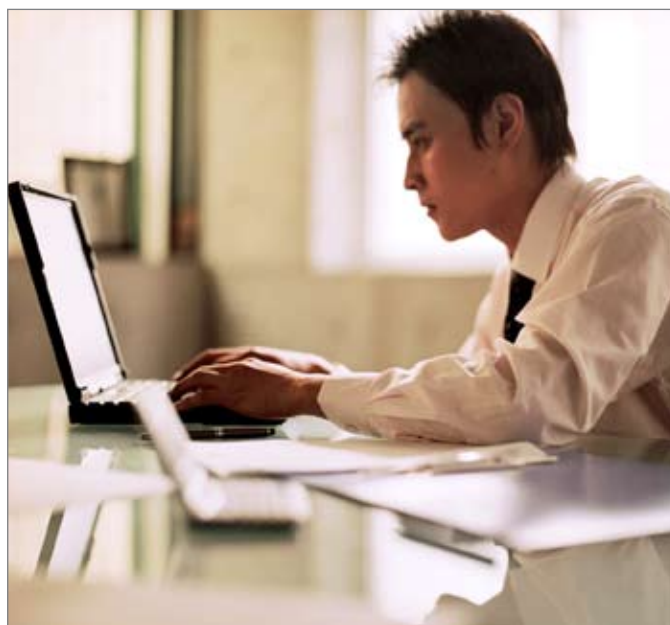
Versatile Web places information within everyone's reach. Users with authorized access and a Web browser can search for specific records by multiple filters, including full-text Boolean operators. Other filters include box number, barcode, department, record series, content dates, storage room, and media type. Record detail, such as description, location, record series, and destruction information can be viewed. Once the needed records are identified, the items may be placed into a "shopping cart" and requested for checkout. Users can view their checkout history to quickly access frequently checked-out records*.

Results can be reviewed on-line, printed as a report, or sent as electronic requests to the records center. If you take advantage of Versatile Imaging, users can even view scanned images through the browser, eliminating the entire request and retrieval process!

Versatile Web allows users with authorized access to view retention schedules. Schedules can be searched and viewed for the master series, for a company, or for a department.

Eliminate paper-based transmittal forms by allowing users to enter their own box and file information, without compromising data integrity. New items are sent through the Web into a pending queue for approval by records staff, removing the data entry burden from records coordinators*.

*Not available in Professional Web



□ System specifications and requirements

Requirements vary greatly depending on the number of users

Versatile Enterprise version 7 or Versatile Professional version 3

Microsoft Windows 2000, Windows Server 2000, or Windows Server 2003, IIS 5.x or 6.x

30 megabytes disk space for installation, but must maintain sufficient disk space for caching (typically 1 gigabyte minimum)

Database client may be required

Adobe® Reader® (if the print labels feature will be used)

Internet Explorer 6, 7, and 8 as well as Firefox 2 and 3—with cookies enabled, and set so that it does not cache pages but gets a new page each time

□ *Best of all, Versatile Web is so simple, there's no need for user training.*

□ Managing **Information** the way YOU work.



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