

**Versatile Web - Retention** is an add-on to Versatile Retention that places schedule information within everyone's reach. Versatile Web works in a similar manner to Versatile Retention, but in a "read only" mode. After creating your retention schedule in Versatile Retention, you can instantly publish it to your users through the corporate intranet.

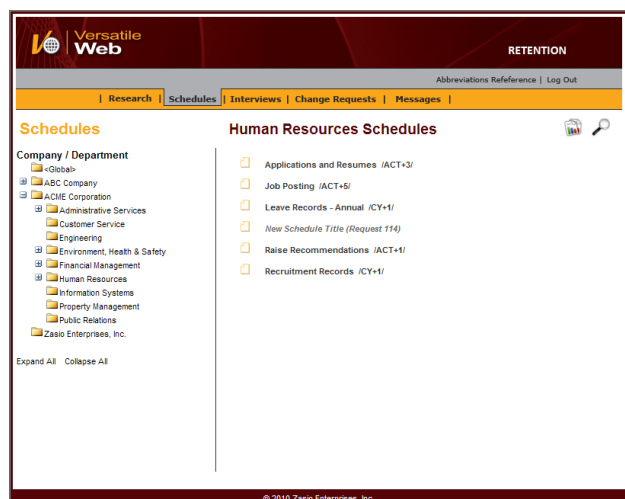
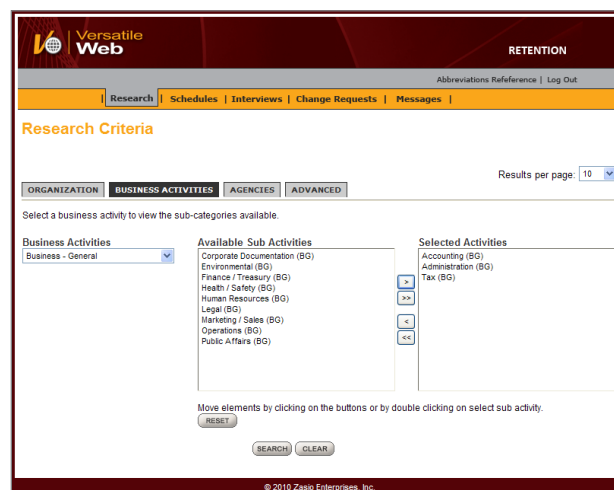
With Versatile Web - Retention, users with authorized access can view your corporate retention schedules. Schedules can be searched and viewed for the master series, for a company, or for a department. Users can also view the interview data from which the records retention schedule was derived.

Versatile Web - Retention gives users the ability to view and authorize change requests via the Web. They can also view messages sent to notify authorized users of pending changes to the records retention schedule.

Versatile Web - Retention enables you to quickly identify relevant U.S. federal and state statutory and regulatory requirements to retain records. By considering the legal jurisdictions in which the company operates, the

business activities engaged in by the company, and other filters that you may specify, the software finds relevant laws in its database of over 25,000 federal and state record retention requirements.

Versatile Web - Retention comes with a robust search engine that can perform Boolean (AND/OR/NOT/NEAR), phrase, wild card, and proximity searches of the Versatile Retention database.



## □ System specifications and requirements

Versatile Retention version 7.0 or above

Microsoft Windows 2000 or above

IIS 5.x or 6.x 7.x (32-bit or 32-bit mode on x64 server)

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

Pentium III CPU or above

Oracle or MSSQL full-text indexing

Internet Explorer 5.x or Firefox Web browser software – set up to get a new page each time, rather than to cache pages

Adobe® Reader® (if the report feature will be used)

- *The Versatile Web can integrate right into the corporate intranet site, using corporate logos and graphics.*
- *Best of all, Versatile Web - Retention is so simple; there's no need for user training.*
- Managing **Information** the way YOU work.



Add-on for Versatile Retention Software

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▣ Managing **Information** the Way YOU Work.

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