



Introducing a Revolutionary Development in Records Management

ADVANTAGE PRO WEB™ **Advantage Pro Web - Records Management on the Web**

Browse – Search – Manage Your Records on the Internet

- Enterprise-Wide Software
- AJAX-enabled (Asynchronous JavaScript and XML) features
- Highly interactive and responsive web interfaces

Secure, Global Access to Your Files

- On Any Computer
- Use Any Standard Browser
- Secure and Easy to Use
- Accessible via Intranet and/or Internet.

A unique and innovative advancement in records management, offering ease of use with sophisticated features. Modular design will accommodate small business or enterprise-wide companies.

Features

ADVANTAGE PRO WEB's powerful SQL relational database employs elaborate data structures appropriate for complex information management operations. This permits rapid access to, and efficient processing of records.

- Bar Code Enabled
- Powerful indexing, search and retrieval capabilities
- Custom Record Views
- Manage Official & Unofficial Retention Schedules
- Configure Advantage Pro Web "your way"
- Multi-Level Security Assignment & Security Roles
- Billing/Charge back capabilities
- Pre-built Comprehensive Reports
- On/Off Site Storage Tracking
- Automated Record Center Space Allocation
- Complete Life Cycle Purge/Destruction Processes for Records
- Complete history tracking on destroyed, retrieved & permanently removed records
- Export data
- Create your Company's record terminology

Benefits

Record Research & Requests are quick and easy using the Advanced Search & Retrieval Process. **Fast & powerful search engine** allows a complete range of search expression building, including "an", "or", "nor", "proximity", "fuzzy" (sounds like) searches, as well as words "near" one another, etc.

Retrieval request & return processing engine allows users to request records via the Internet/Intranet for fast delivery.

Reduces unnecessary information handling & speeds work flow by allowing users the ability to access the information themselves (per the permissions you grant them).

Reduces training time & costs by using the simplicity of the latest web browser and internet technologies. With minimal or no help at all, users will quickly learn how to retrieve the information they need.

Reduces maintenance & eliminates the need to deploy software updates. Since the latest software is always running on the web server, users never need to update their workstations.

Advantage Pro Web - MANAGES MANY PAPER RECORD TYPES:

Boxes/Folders
Active Files
Inactive Files
Micromedia
Library items

Customize your field names with your office's unique records terminology

Retention Management

- Create records accountability with full Retention Schedule **"life cycle"** management.
- Maintain both Official & Unofficial Retention Schedules. *Additions & Revisions are kept separate until the official approval process has been completed.*
- Recalculate purge and destruction dates easily.
- Create General and/or Departmental Schedules
- Establish and maintain your Vital Records information along with the protection methods used to protect your company's vital records.
- Manage Legal Regulations & Citations.
- Define which records have Historical/Archival value.

Server Requirements:

Software Requirements

- Windows Server 2003 with latest service packs
- Asp.net 2.0
- IIS 5 or 6
- Coming soon: Microsoft Windows Server 2008 - Web Server – using IIS 7.0

Hardware Requirements

- Intel Pentium IV processor at 2.5 GHz or above
- 2 GB of RAM
- 100/1000 Mb Network card

Client Workstations:

Software Requirements

- Windows XP or Windows Vista Business
- Microsoft IE v 6.0

Hardware Requirements

- Intel Pentium III processor at 1.5 GHz or above
- 1 GB of RAM
- 100/1000 Mb Network card

In most cases, ITG can install a "run time version" of the Advantage Pro Web software. This eliminates the need to license a copy of Microsoft's SQL Server 2005 Software. Cost saving is substantial!

For further information, contact Customer Care at 1.800.978.3268 or e-mail: itg@technologygroup.net.