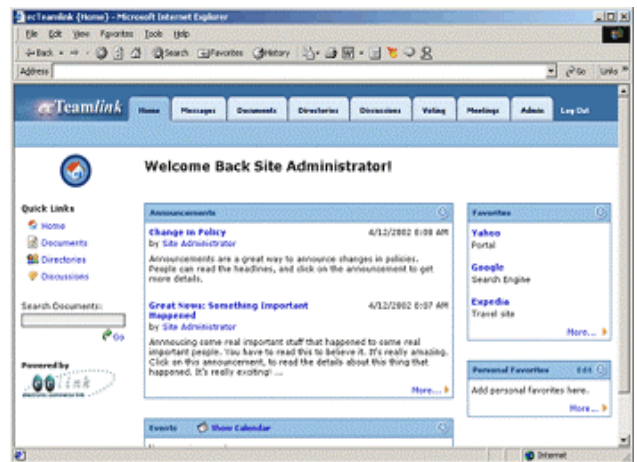


Help Your Employees Do Their Jobs Well

- Do your employees spend time hunting for company forms and information—and still use old versions sometimes?
- Are you relying on printed documents to “get the word out” to employees on important company announcements?
- Are you missing out on opportunities for employees to share knowledge?

ecIntranet Gives You the Power

- Now your staff can quickly find current information and forms on-line
- Forms and documents can be printed on demand—no wasted forms
- Authorized users can add or update information and forms at any time—no special web skills required
- Executives can instantly distribute important information to employees on-line
- Employees can share information through on-line “discussions” that can be used by Customer Service for Frequently Asked Questions, for example



ecIntranet Features

- Home Page
 - Announcements (news items)
 - Events (linked to calendar)
 - Favorite (links)
 - All Features be general or team specific
 - Summaries are displayed with links to details
- Documents
 - Uses familiar folder style to organize
 - Easy to post new documents
 - Documents can be searched by keyword
 - Web page or any standard format
 - Can view, download, or print documents
 - Can launch Microsoft applications or plug-ins
- Directories
 - Directories can be added for employee lists
- Customization
 - Each group can have its own graphic
- Meeting Planner
 - Meeting Calendar
 - Meeting agenda and documents can be printed
 - Agendas can have documents linked
- Security
 - Controls who gets to see what
 - Controls who gets to update what
- Discussions
 - Message boards can be set up for different areas
 - Threaded discussions are listed by topic
 - Members can comment on discussions
- Messages
 - Can be set up as separate web email or
 - Can be set up to use directories to address emails