



ON-LINE DOCUMENT MANAGER

Today's fast paced business world demands instant access to information. 'Online DM' delivers Instantly!

On-Line DM allows you to store your documents safely and securely. Add documents from any location, on the run. Use our simple, yet advanced search engine to find and retrieve a document within seconds.

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per month

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The screenshot displays the On-Line Document Manager interface. At the top, there is a navigation bar with buttons for Search, Clear, Back, Add File, Download File, Update File, View File, Delete File, and Edit Properties. Below this, the interface is divided into several sections:

- General:** Includes fields for 'Search File Indexes for', 'Unique Note', and 'Search File Description'. There is also a 'File Type' dropdown menu.
- Indexes:** A vertical list of dropdown menus for 'Job No.', 'Client Name', 'Document Type', 'Fund/Provider', 'Tax Year', 'New', and 'Status'.
- File ID:** A search field labeled 'Search by File ID'.
- Full Text Searching:** A search field labeled 'Search Document, Indexes and descriptions'.
- Archive:** Includes 'Starting Date' and 'Finishing Date' date pickers, and a 'Person who Archived Document' dropdown menu.

At the bottom, there is a table listing documents with the following columns: Description, File Type, Size (Bytes), Archived (y-m-d), Last Viewed, and Applied Locks. The table contains 157 items, with the first few rows visible:

Description	File Type	Size (Bytes)	Archived (y-m-d)	Last Viewed	Applied Locks
ABC Projects Pty Ltd-Correspondence In-2005-05-02- PERFE...	MSG	32,768	2005-05-26	08-Feb-2007	No Locks
ABC Projects Pty Ltd-Correspondence Out-2005-05-02- Conf...	PDF	92,220	2005-05-26	02-Jan-2007	No Locks
ABC Projects Pty Ltd-Propectus-Macquarie Bank-2005-05-02-...	PDF	54,985	2005-05-26	03-Aug-2005	No Locks
ADAM Computing-Fact Finder-03 May 2004	PDF	187,741	2005-05-26	08-Aug-2005	No Locks
Bright Star Marketing-Financial Plan-2005-04-04- SAMPLE ...	DOC	24,064	2005-05-26	26-May-2005	No Locks
Advantage Solutions-Presentation-Macquarie Bank-2005-02-2...	PPT	421,888	2005-05-26	06-Oct-2005	No Locks
Brown Enterprises-Research-Macquarie Bank-2005-02-26- mg	PDF	35,941	2005-05-26	Never	No Locks
Business Computing Systems-Research-Macquarie Bank-2005-0...	PDF	35,941	2005-05-26	Never	No Locks
Business News Magazine-Research-Macquarie Bank-2005-02-26...	PDF	35,941	2005-05-26	Never	No Locks
Far Out Fun-Research-Macquarie Bank-2005-02-26- mg	PDF	35,941	2005-05-26	Never	No Locks

At the bottom of the table, it says 'Number of Items: 157' and a pagination control '1 2 3 4 5 6 7 8 9 10'.

Your information
is only a mouse click away

* Once off set up fee applies of \$99.00. Ongoing fee \$55.00 (inc GST) per month includes a user access and 2 GB of data storage. Additional users can be added with additional data storage space. Payment by Direct Debit or Credit Card. Min period 12 months. Volume discounts apply.