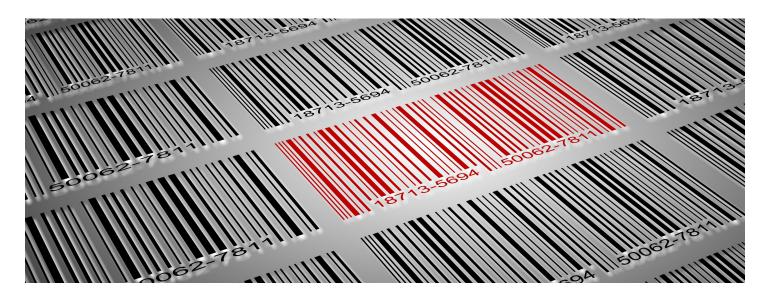# EACCESS **CAPABILITIES**/CLIENT **BENEFITS**

REMOTE INVENTORY CONTROL AND MANAGEMENT PORTAL FOR DOCUMENTS AND DATA

- Easy and intuitive to set up and use
- Powered by O'Neil Software and continuously updated
- On demand access, 24/7
- Free to any GRM customer
- Log in with secure password
- Allows you to place and track orders, handle billing and run a variety of reports
- Works from any location, from any computer with a web browser
- Add or remove users from departments at will
- Assign users view only and editing permission as you wish
- Access departments
- Edit or update personal information
- Order materials and get confirmation
- Add new items to inventory

- Add tapes or file folders to a container
- Browse, search, edit and download inventory at will
- Check an order's status
- Create, customize and apply templates
- Request delivery for non-indexed file folders by item descriptions
- Request pickups
- Run and save reports in Excel for:
  - ❖ Destruction Eligibility
  - ❖ Boxes Added
  - ❖ Financials
  - ❖ Financial By Item Audit
  - ❖ GRM Invoices
  - ❖ Outcards
  - ❖ Refiling
  - ❖ Searches
  - ❖ And more