



DATOLITE APPENDING SERVICE

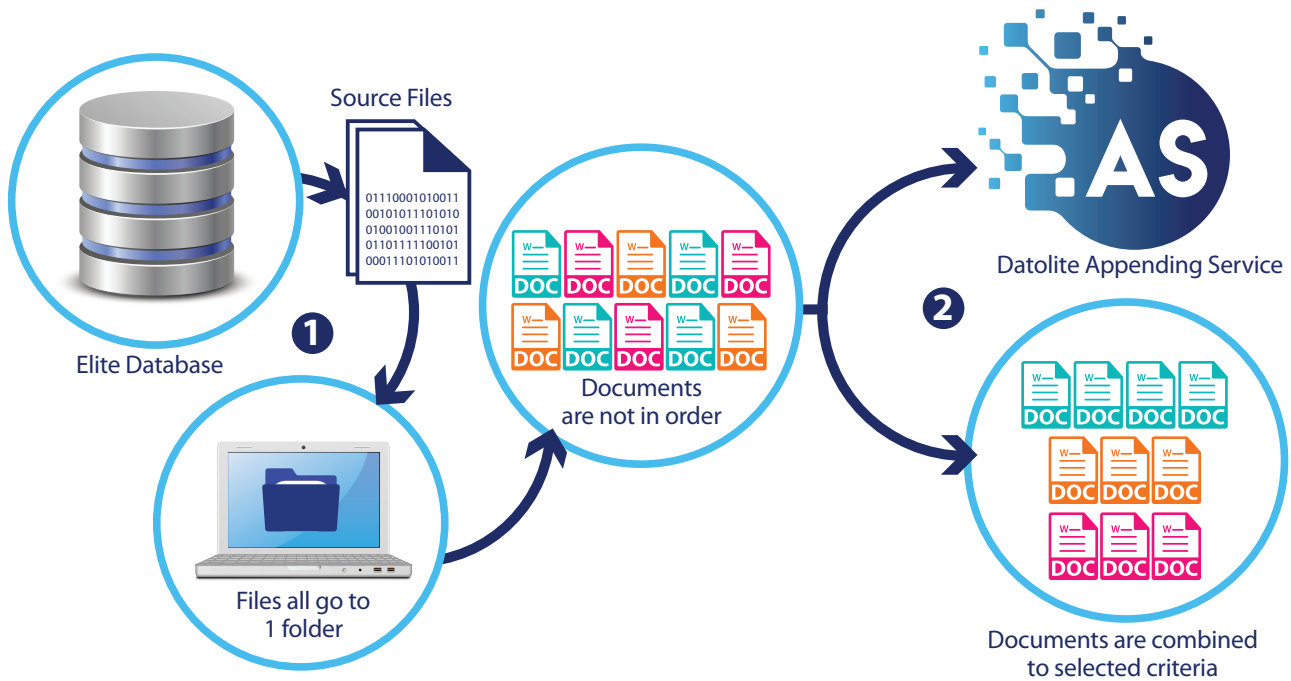
DO YOU HAVE TOO MANY INDIVIDUAL DOCUMENTS? WOULD YOU LIKE TO COMBINE THEM TOGETHER FOR EASIER MANAGEABILITY?

The Datolite Appending Service might just be the answer.

Month-end processes produce a large volume of individual documents. Our appending service groups these together by timekeeper, practice group, or any field that meets your business need. A single file could replace dozens of proformas, report files or other documents.

Depending on your firm's needs, we can re-distribute the consolidated document via email, a printer, a folder on the filesystem, or a DMS as needed. Alternatively, the appended document can remain in place with Word's "track changes" feature enabled, allowing for an audit history of what edits have been made.

Our service works with your existing templates, enabling this feature for any document your currently have a template for.



1 3E Templates (Design Gallery) produces documents and saves all files to folders.

2 Datolite Appending Service combines documents to selected criteria.



For more information, please contact:

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