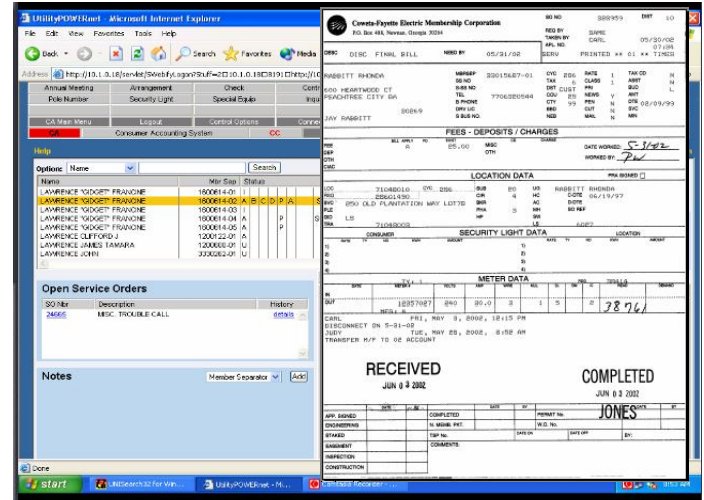




Comsquared's UNISearch® Document Imaging and Workflow System is integrated with UPN® to meet the needs of Your Electric Cooperative.

With the increasing emphasis on **compliance** from state and federal agencies as well as Rural Utilities Service's (RUS) *new guideline (Bulletin 180-2)* on electronic documentation retention, proper management of your coop's documents is more important now than ever before. Add to this the ability to improve and provide exceptional customer service and process improvement, and you have a strong case for acquiring **Comsquared's UNISearch**, the electric cooperative's industry leading workflow and document management system.



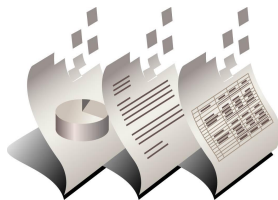
Display of member's service order using UPN – DocLink SmartLink

INSTANT ACCESS



With UPN - UNISearch SmartLinks®, your staff will have instant access from their UPN desktop to all documents including:

- Member Applications
- Correspondence
- UPN Reports
- Annual Billing History
- Accounts Payable PO's, Invoices and Checks
- Service Orders
- Staking Sheets
- Engineering Drawings
- Work Orders



Comsquared Systems
1-800-592-3766
www.comsquared.com

Southeastern Data
770-414-8400
www.sedata.com

EXCLUSIVE UPN – UNISEARCH SMARTLINKS

- **UPN - DocLink SmartLink:** Automatically delivers documents to your UPN screen with two clicks of your mouse.
- **UPN – UNISearch Report SmartLink:** Automatically saves any UPN report directly to UNISearch with two clicks of your mouse. UNISearch Automatically stores reports by report name and date. Reports can be viewed instantly on your desktop PC via the UPN – DocLink SmartLink.
- **UPN – UNISearch Accounts Payable SmartLink:** Integrates UPN AP with UNISearch. When you print PO's, a copy is automatically sent to UNISearch. During invoice data entry, UPN automatically sends transaction details to UNISearch to eliminate data entry during scanning of vendor invoices and attachments. When checks print from UPN, a copy is automatically sent to UNISearch. UNISearch automatically matches each PO and check with every invoice paid by that check. AP documents are delivered to your desktop PC via the UPN – DocLink SmartLink from either the UPN AP Invoice Detail or Vendor Inquiry screens.
- **UPN – UNISearch Billing SmartLink:** Customer bills are sent to your UNISearch server each time Arista prints your bills. Bills are automatically filed in each member's electronic file folder. Keep bills on-line in UNISearch as long as you want.
- **UPN – UNISearch Service Order SmartLink:** Automatically reads the member & sep number from the service order during scanning to eliminate scanning data entry.
- **UPN – UNISearch DataSeeker & Match/Merge:** Reduce or eliminate data entry for imaging with "Match/Merge" or "Data Seeker" interfaces, automatic bar code indexing, Zone OCR indexing, and ODBC query.
- **UPN – UNISearch Annual Billing History SmartLink:** When you print the ABH at year's end, UPN sends a copy to UNISearch. UNISearch automatically files each members page of the ABH in that member's electronic file folder.

Comsquared Systems has been a provider of Document Imaging Systems to Electric Cooperatives since 1995. With over 55 co-op's counted among our very satisfied customers across the United States, we know and understand the document imaging needs of electric cooperatives. You can put this knowledge and experience to work for your electric cooperative too!

UNISEARCH® FEATURES



- Allows you to automatically capture, store, distribute and access documents over your LAN, WAN or the Internet.
- Easy faxing or e-mailing of any document to your customers or suppliers directly from your desktop PC.
- Allows for document capture and document viewing at your branch offices.
- Exclusive **Remote Server Management** from our Customer Support Center eliminates the need for your technical support staff to manage any server functions. And this service is available at no extra charge! Plus, one call to our 800 support center resolves any software or hardware issues that may arise. We support your entire document management system!
- Meets ALL regulatory agency compliance rules.
- Eliminates manual filing and filing cabinets.
- Provides instant access to all documents from your UPN desktop.
- Preserves and allows instant access to vital Engineering Drawings, Staking Sheets, etc. from your desktop PC.
- Captures, stores and provides viewing of Service Orders from each member's electronic file folder.... Automatically!
- Provides complete document security against loss, fire, flood and storm damage.
- Streamlines work processes through electronic workflow, with instant visual snapshots on all work in process.
- Streamlines RUS audits.

BENEFITS

- **Lower Processing Costs** – Image-based processes typically cost 30% less than the same paper-based processes. Electronic solutions provide network access to documents; eliminating copying, faxing, mailing, filing and storage costs.
- **Instant Access from UPN** – To all documents directly from your UPN desktop.
- **Increase Productivity** – Electronic routing, tracking and online approval of internal documents & forms enable co-op's to process more work with less staff and more accountability.
- **Improve Customer Service** – Automated processing and real-time access to information from UPN allows customer service to handle more calls with less staff.
- **Leverage Existing Technology Investments** – Comsquared's commitment to open standards ensures effortless integration with UPN and other software applications such as Engineering.
- **Improve regulatory compliance and audit response capabilities** – Comsquared's products insure unquestionable compliance with *Rural Utilities Service (RUS)*, *Sarbanes-Oxley*, *Gramm-Leach Bliley*, and others. Security, protection and audit-trail proof is at the foundation of all Comsquared's solutions.

With the addition of Comsquared's YourSecurePoint® electronic off-site storage facility, you can maintain a complete copy of your entire document management system in case of disaster. Total security and protection against loss is available for only pennies a day, and you can access all of your documents over the Internet should the need arise!



About Comsquared Systems

Comsquared Systems, headquartered in Atlanta, GA, is a leading provider of document workflow and imaging solutions for Enterprise Content Management (ECM) and business process automation. With more than 24 years of industry experience, our UNISEARCH® and ImageDirector® family of content software solutions help corporations manage their paperwork, meet regulatory compliance guidelines, allow for faster processing in key business areas and provide better service to their customers.

COMSQUARED

S Y S T E M S

5125 Peachtree Industrial Blvd. ▪ Norcross, GA 30092
1.800.592.3766 ▪ info@comsquared.com
www.comsquared.com