

SOLUTIONS FOR THE
HUMAN RESOURCES INDUSTRY



"What is the value of fast, accurate retrieval of important information?"

- How long does it take to find resumes, benefit records, or important memos?
- Do you maintain large quantities of Employee Handbooks, SPD's, and policies for future distribution only to have them become obsolete?
- Do you maintain duplicate and triplicate hard copy records both onsite and offsite?
- Does your office have rows and rows of filing cabinets?

The pace of business today has placed increased pressures on human resource organizations to improve service levels to managers and employees and continue to keep their expenses to a minimum.

This document-intensive environment is driving HR professionals to alternative, more cost-effective ways to manage the staffing process, benefit functions, communications, and all elements of employee relations. The right solution will replace labor-intensive record keeping with automated processes that enable fast, accurate retrieval of important information.

eCabinet™ offers the perfect solution.

Introducing eCabinet

eCabinet is an intelligently integrated network office system designed to simplify how you work with employee documents. Connected passively to your network, eCabinet can effortlessly capture all human resource correspondence, whether emailed, faxed, printed or scanned, as documents travel across your network.

eCabinet makes it easy to find and retrieve documents of all types: resumes, benefit information, contracts, and communications. With the ability to share documents, productivity and service levels will increase throughout the organization.

HR and hiring managers will be able to collaborate with ease using the resume database; employees will be able to access policies, handbooks, SPD's, and anything else that needs to be communicated; benefit forms can be accessed in seconds making benefit specialists more effective in their roles; records can be retained without the need for rows of file cabinets taking up precious workspace. Multiple authorization levels ensure confidentiality is maintained. Rest assured, with eCabinet, your HR function will be more productive, and you'll always have the documents you need when you need them.

Benefits of eCabinet:

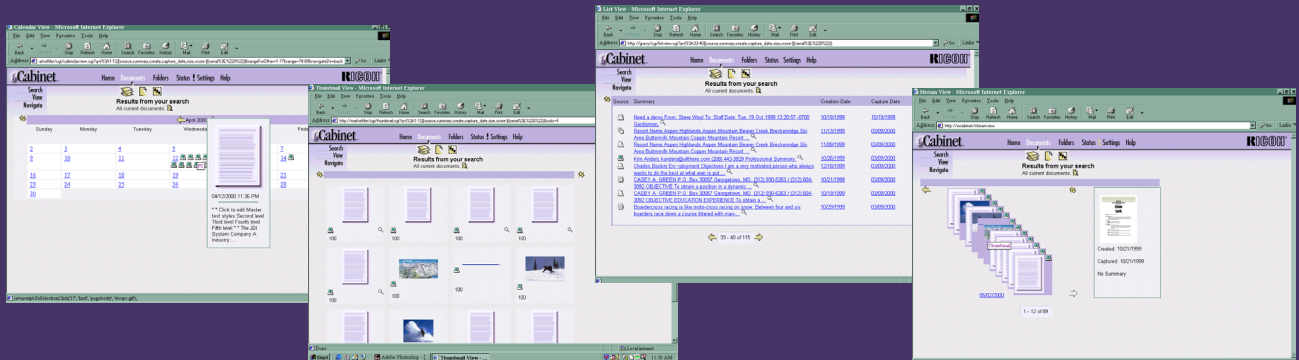
- Meet regulatory retention requirements
- Enhanced HR collaboration by document sharing
- Fast access to information
- Authorized document viewing ensures confidentiality
- Simplified resume search and retrieval
- Easy adaptation for companies with little or no technical staff
- Eliminate hard copy storage



Providing eCabinet Solutions for:

- Staffing
 - Resume Database
- Benefit Management
 - Contracts
 - Plan Documents
 - Summary Plan Descriptions
 - Forms
 - Enrollment
 - Election Changes
 - Beneficiary
- Compliance
 - Record Retention
- Employee Relations
 - Memo Storage
- Communication
 - Intranet Substitute
 - Handbooks
 - Policies

Test drive a live eCabinet at www.rsv.ricoh.com or call 1.877.580.3030 for more information.



eCabinet offers four different views of documents: Calendar, List, Thumbnail, and Stream view. Regardless of how it's saved, you'll always find it!



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ABOUT RICOH SILICON VALLEY, INC.

Ricoh Silicon Valley, Inc. (RSV) takes maximum advantage of the combined strengths of office networks, Internet browsers and thin server hardware and software technology. Designed specifically for the needs of small-to-medium sized companies and corporate workgroups, RSV's appliance-based document management systems offer efficient, easy-to-use and affordable solutions for today's information management needs. RSV's flagship product *eCabinet*[™], recipient of *Imaging & Document Solutions Magazine's* Product of the Year 2000 Award, allows easy capture and storage of office documents, and retrieval directly from a Web browser. For more information about Ricoh Silicon Valley or the award-winning *eCabinet*, please visit <http://www.rsv.rioh.com>.

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0401/MIR/10K/LINO/HR