



## New Product Feature 'AUDIT TRAILS'

AT YOUR FINGERTIPS... AT YOUR CLIENTS' FINGERTIPS

powered by **byREQUEST**

### Complete Document AUDIT TRAILS

onHAND® can now maintain complete audit trails. All access and use information for the entire 'lifecycle' of a document is recorded. This new audit trail module allows you to capture and track the WHO, WHEN, WHERE, and the HOW for all reports and files stored in onHAND®.

### Regulatory Compliance

HOW documents are being used, WHO is using them, and WHEN they are being used can be continuously recorded.

- For [HIPAA](#) compliance
- For [Safeguards Rule](#) compliance (The Gramm-Leach-Bliley Act (GLB))

### Who, When, Where, and How Often are Documents Used?

Now your corporate onHAND® document Administrator has the ability to:

- Determine how frequently documents are accessed.
- Determine if a document or report is actually used, never used, or hardly ever used.
- Determine who has accessed a document and when.
- Determine the last time a document was used.

### Practical Uses

- Prove compliance to government regulators and auditors. Show that reports and documents containing PHI (Personal Health Information) or PFI (Personal Financial Information) are accessed only by authorized personnel.
- Automatically confirm that colleagues and clients receive the documents they are supposed to get... and nothing more! (Internal or Web Delivery)
- Determine if documents are being used. Eliminate the costs of producing and filing reports and documents that are never 'touched' (Review our [White Paper](#) on the cost of Producing and Filing Paper and epaper.).
- PROTECT any document from unauthorized access and be able to PROVE it throughout the life of a document (both short and long term archive).
- Streamline expensive paper workflows. Eliminate the cost of 'CLUTTER'. Documents can be made to 'disappear' when they are not being used and made to 'drift' into LONG TERM storage automatically.
- PROTECT important documents from accidental deletion that by law must be kept for seven or more years. Eliminate the cost and confusion of multiple 'official' versions.

## Audit Trail Report Logs

When AUDIT information is automatically stored in onHAND<sup>®</sup>, management can request custom audit trail report logs about any document in whatever format and timeframe necessary.

If a document is suspected of being misused, onHAND<sup>®</sup> provides a set of standard reports that are sufficient to prove who has ‘touched’ a document, when and how often.

AUDIT reports are available from the onHAND<sup>®</sup> Administrator login by users with the necessary onHAND<sup>®</sup> Administrator permissions.

Custom reports can be created based on the type of AUDIT information required.



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