



REI Systems, Inc.  
7620 Little River Turnpike, Suite 500 • Annandale, VA 22003  
[www.reisys.com](http://www.reisys.com)

## About Electronic Handbooks

REI Systems, Inc. is a pioneer in the development of web-enabled business process management (BPM) solutions that employ a unique Electronic Handbook paradigm developed in conjunction with the National Aeronautics and Space Administration (NASA). Business process management systems automate, integrate, execute, and optimize business processes that span multiple applications, functions, departments, or physical locations.

Electronic Handbooks (EHBs) are BPM solutions that convert extensive business processes into streamlined, integrated, Internet-based systems. EHBs can be used to manage number of processes; to coordinate field worker reporting and data collection; or to automate other previously paper-based business processes, no matter how large or complex these processes may be.

EHBs use a familiar, easy-to-learn "handbook" interface to guide each user through complicated procedures that were formerly performed using multiple paper documents or legacy systems. Unlike paper-based handbooks that require users to stop their work to search for help or reference material, EHBs allow users to complete their work uninterrupted within the EHB application itself. This creates a seamless online work environment that allows employees to work quickly, efficiently, and independently.

Tailored content delivery ensures that users see only the information they need to perform specific tasks. EHBs also integrate and synchronize data across the entire organization, connecting satellite offices and remote field workers to allow uninterrupted collaboration across geographic boundaries.

### Unequaled EHB Benefits:

- Streamlined, optimized business processes
- Increased productivity and efficiency
- Enhanced communication and collaboration
- Enterprise-wide knowledge management
- Increased data quality and accuracy
- Reduced publication, distribution, and storage costs
- Simplified regulatory compliance and industry certifications
- Low maintenance, support, and upgrade costs



EHBs provide automated workflow management, extensive metrics collection, analysis and reporting, and more, all in a secure web environment. Standardized document templates and forms, electronic signatures, automated document routing, secure file transmission, data verification and cataloging, and task scheduling are all standard EHB capabilities.

### **Unrivaled EHB Features:**

- Simple, intuitive, user-centric interface
- Decision support and workflow management
- Automated metrics capture
- Electronic document validation and routing
- Documentation archives and audit trails
- Comprehensive data analysis and reporting capabilities
- Role-based security
- Electronic signature capability

REI can design a flexible EHB that reflects your organization's existing business practices and work culture. Why struggle to adapt your organization's unique practices to an inflexible off-the-shelf BPM product when you can have a completely customizable and scalable web-based BPM system for less cost and less effort? EHBs are affordable, supportable, and rapidly deployable because they are developed using industry standards and mainstream file formats, not expensive proprietary software.

EHBs are ideal for both novices and experts. Electronic Handbooks can be operated in "novice mode," displaying step-by-step instructions and additional guidance as tasks are executed, or they can be operated in abbreviated "form mode," displaying only sequential data entry fields or forms that require completion.

EHBs are easy to update, modify, and expand due to their modular, database-driven, web-enabled open architecture.

You are encouraged to try a no-risk pilot program before full commitment to an EHB BPM solution. An unlimited number of your employees may test the EHB during this trial offer. Contact an REI representative now for more information or to initiate your risk-free EHB pilot program.

*REI Systems, Inc., is a respected provider of web-enabled, database-driven knowledge management and performance support solutions for both federal agencies and the commercial and industrial (C&I) sector. REI develops reliable, effective and innovative process re-engineering solutions that boost knowledge worker productivity and automate, standardize, and streamline business processes enterprise-wide.*