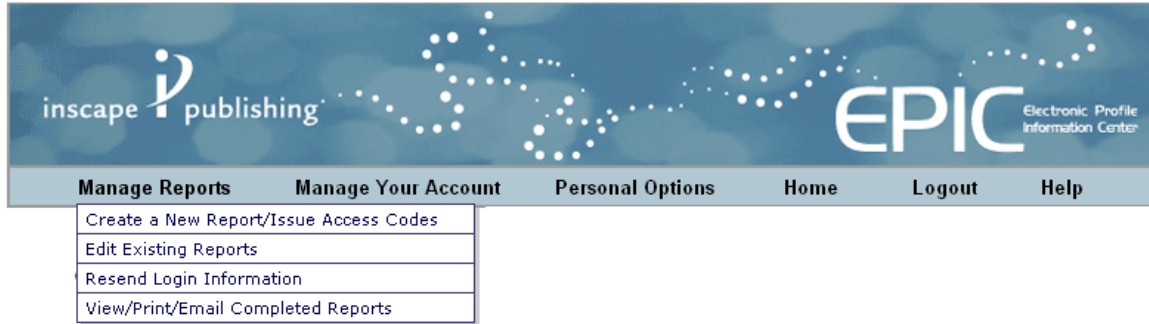
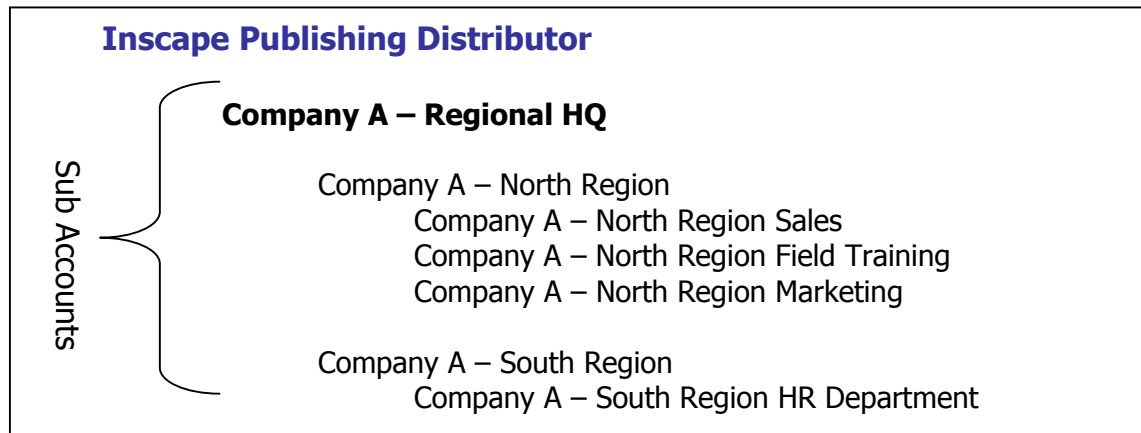


## **EPIC 2.0 - Top 10 New Features for Sub Accounts**

1. The new EPIC main menu structure merges the Edit Respondent function into the Manage Reports function and provides one spot to handle creation and editing of reports.



2. EPIC now supports up to five levels of Sub Accounts in a hierarchical structure. In the example below, **Company A – Regional HQ** is a level 1 Sub Account of their Inscape Publishing Distributor. Company A – Regional HQ has also established 6 additional Sub Accounts beneath their account to assist with issuing access codes for Inscape Publishing profiles. Company A – North Region and Company A – South Region are level 2 Sub Accounts. Both the North Region and South Region have 1 additional Sub Account level (level 3) below their accounts.



3. The Manage Sub Accounts functionality in EPIC provides a multi-level view of the Sub Accounts and a dynamic set of tools/functions for working with a Sub Account.

Collapsed view of Sub Accounts



Expanded view of one Sub Account with account management tools displayed



4. Folder/Sub folder management has been improved. In addition to the existing rename and delete function you can now transfer contents between folders and create new folders or sub folders using this feature.

When you click on this option, the current folder/sub folder structure for your EPIC account will be displayed in alphabetic order by folder name.



In the example above, there are two **folders** (North – Information Technology and North – Product Development). There are three **sub folders** in the IT Department folder and three in the Product Development folder. The numbers in parenthesis following the folder name indicate the number of records in each folder/sub folder.



5. When Sub Accounts are created, they are now routed through the initial set-up process instead of taking on the characteristics (logo and contact info) of their Primary Account. This process helps insure that the account is setup correctly before the Sub Account Administrator starts issuing access codes.
6. Upper level Sub Accounts can view and work with records in accounts below them in the account hierarchy. An upper level Sub Account can View/Print/Email completed reports, resend Log-in Information and use Sub Account records in Group Reports. (Approval from your Sub Accounts is required to activate this feature.)
7. The Account Activity report has been enhanced and is now displayed using a 'bank statement' approach that shows debits and credits to the account in a combined format.

**Credit Transactions**

Date	User Name	Transaction Type	Amount
7/26/2004	A - Regional HQ	Transfer of Credits (From: Thomas J. Smith Consulting)	25
7/26/2004	Thomas Smith	Transfer of Credits (To: Thomas J. Smith Consulting)	(25)
8/11/2004	North Region Admin	Transfer of Credits (To: Company A - North Region)	(5)
8/13/2004	A - Regional HQ	Transfer of Credits (From: Company A - North Region)	50
8/13/2004	A - North Region Marketing	Transfer of Credits (To: Company A - North Region Marketing)	(25)
<b>Net Credit Transactions:</b>			<b>20</b>
Credits Transferred <b>to</b> Accounts:			(55)
Credits Received <b>from</b> Accounts:			75
Credits Purchased from Inscape Customer Service:			0
Credits Removed by Inscape Customer Service:			0

8. When building group reports, a  button has been added to the search results screen that will add **all** of the records returned by the search to the group report participant list instead of adding them individually.
9. Animated Help tutorials for using the EPIC system are available in EPIC under the Help option.
10. The product sales reports have been improved and now allow the EPIC Administrator to select records by product name, language, supplemental report, and folder/sub folder in addition to the existing date range option. An upper level

Sub Account can also use the same criteria to review product sales detail for all of their Sub Accounts.

Report Criteria	
Start Date:	<input type="text" value="7/1/2004"/>  (MM/DD/YYYY)
End Date:	<input type="text" value="7/14/2004"/>  (MM/DD/YYYY)
Product:	<input type="text" value="None Selected"/>
Language:	<input type="text" value="None Selected"/>
Supplemental Report:	<input type="text" value="None Selected"/>
Folder:	<input type="text" value="None Selected"/>
Sub Folder:	<input type="text" value="None Selected"/>