



LOCAL GOVERNMENT CORPORATION

MEMORANDUM

To: LGC Customers

Over the years, advancements have been made to make up to date documentation available to the customer on demand. This has made printed manuals obsolete and less efficient than other methods. At LGC, we have begun to migrate all of our paper documentation to an online format that is fully searchable and indexed. Another benefit of making our manuals available to you in this manner is a reduction of paper and shipping costs. This also makes us more environmentally friendly. Lastly, and most importantly, online documentation will always be up-to-date with the current release of the software. This will satisfy audit requirements that must be met.

In conclusion, our hope is that this service provides our customer with a valuable resource that is literally at their finger tips. Each manual is downloadable and printable from the main page of each Web Help. Manuals that are not yet on Web Help are still available in the PDF format.

Any manual can be downloaded in seconds in a PDF format to the your desktop. If you don't already have the PDF viewer on your computer, you can download it from the following link:

Adobe Reader Download <http://get.adobe.com/reader/>

To see a brief tutorial about the Web Helps, click the link below:

Demonstration Video <http://lgdocs.lgcinternal.com/WHdemo/WHdemo.htm>

For direct access to the documentation:

FlexGen Documentation http://lgdpc.com/Support/documentation_flexgen.htm

Zortec/Delta Documentation http://lgdpc.com/Support/documentation_z.htm

A CD version of the manuals is also available upon request.

To request a login for the documentation, go here:

http://www.localgovcorp.com/Support/login_request.php