DATA SHEET

ASPEN 360™ VIRTUAL RECORDS CENTER

Gain Instant Access to Your Information

The Virtual Records Center (VRC) offers a completely customized experience that provides business-critical information at your fingertips when you need it. With this powerful solution, you can quickly search inventory, request on-demand virtual file delivery, manage retention policies, schedule pickups and deliveries, order supplies, and much more. It incorporates advanced security features that allow authorized users to access information 24x7 online from anywhere in the world.

Image-Enable Your Records Collection

Instead of having to wait for paper records to be retrieved from storage and delivered, you can image-enable your records collection utilizing the VRC. You can then take advantage of an advanced document viewer to enhance your images, add annotations, distribute documents, and more.

Once a request for virtual file delivery is submitted through the VRC, your documents are scanned and uploaded to the online repository for secure, instant access and viewing. The image remains available on-demand and can be accessed by simply clicking an image icon associated with the document on the VRC desktop. This enables you to start building an image archive that transforms your business into a paperless environment.

An Innovative, Strategic Approach to Records Management

ASPEN 360 Virtual Records Center (VRC) is a comprehensive Web-based records management system that paves the way for an image-enabled environment.

ASPEN 360™ VIRTUAL RECORDS CENTER

One Source, One Solution

From business records storage and document shredding to document conversion and Web-based image hosting, Archive Systems is your single source for business process efficiency and business continuity.

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SERVICES & BENEFITS

Complete User Management

The intuitive system administration feature allows you to create new users and specify security privileges, review all users assigned to a specific account, and define access based on divisions, departments, and users.

Accurate Indexing Data

All index information for your containers and files can be added directly into the VRC. You can enter details into user-defined fields and compare information online to eliminate data inconsistency.

Simplified Ordering

Easy-to-follow screens simplify the ordering of inventory and supplies as well as scheduling a pickup. All requests can be reviewed in your online shopping cart before finalizing and orders can be placed at any time.

Retention Scheduling

Your existing records retention schedule can be incorporated into the VRC in order to comply with best practices, policies and regulatory requirements.

Comprehensive Reporting

You can take advantage of a full suite of prepared reports or create a variety of customized reports to manage inventory more effectively and improve the control of company information.

Secure Access

Secure access is achieved using role-based privileges along with assigned user names and passwords. 128-bit encryption is also used to ensure the highest level of security over the Internet.

Disaster Recovery

Archive Systems has multiple cutting-edge SAS 70 compliant Data Centers to guarantee uninterrupted access.

Image Repository

Once an image is created, it will be stored in the VRC online repository and can be accessed by multiple authorized users. All images are retained until you specify their destruction.

24/7 Support

Whether calling Archive Systems Helpdesk, emailing questions for quick responses, or viewing the fully-documented user manual, support is available whenever you need it.

Flexible Search Functionality

Immediately locate your containers, indexed file folders, or media utilizing a variety of search methods.

- Enter search criteria into one or more customized fields
- Conduct wild card searches
- View results instantly

Customizable Screens

Modify the display and format based on your specific requirements.

- Rename fields to meet your needs
- Define screen views based on user roles
- Restrict access to customized features

Powerful Inventory Controls

Select documents to review by browsing your hard copy inventory.

- Support compliance through policy-based controls and procedures
- View the status of inventory and add new items prior to pickup
- Schedule certified document shredding

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