

## Archive Systems



## DATA SHEET



## ASPEN Virtual Records Center

### **Archive Systems is changing the way the world manages documents.**

ASPEN Virtual Records Center (VRC) is a comprehensive, Web-based extension to paper-based records management. It provides complete access to Archive Systems' full range of records management services, including business records storage, secure document shredding, Virtual File Delivery, and offsite data storage. You'll gain access to business-critical information at your fingertips when you need it. The VRC also incorporates advanced security features that allow authorized users to access information 24x7 online from anywhere in the world.

In addition, 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. Simply select the files you want to receive by Virtual File Delivery. The digital files will then be available in the VRC where you can then take advantage of an advanced document viewer to enhance your images, add annotations, distribute documents, and more.

### **KEY FACTS:**

- Simplifies the ordering of inventory and supplies as well as scheduling a pickup.
- Enables all index information for your containers and files to be added directly into the VRC.
- Allows you to image-enable your records collection by requesting Virtual File Delivery.
- Generates a variety of reports so you can manage inventory more effectively.
- Locates your containers, indexed file folders, or media utilizing a variety of search methods.

## Comprehensive Reporting

The VRC gives you the ability to create a variety of reports that improve the control of company information. You can instantly obtain reports that are vital for effective inventory management. These can be customized to provide more insight into account activity, inventory, online documents, and retention history. In addition, you can create a list of destroyed documents for compliance purposes

## Virtual File Delivery

Requests for virtual file delivery are submitted through the VRC. The documents are scanned and uploaded to the online repository for secure, instant access and viewing. The image then remains available on-demand. This enables you to start building an image archive that transforms your business into a paperless environment.

Department Code	Alternate ID	Sequence Begin	Sequence End	UDF1	UDF2	UDF3	UDF4	UDF Date	Add Date	Status Date	Status	Destroy Date	Series Code
0000	016748	0100	0207						11/02/1993	07/27/2000	In	10/31/2000	
0000	016749	A	Z						11/02/1993	03/06/1998	In	10/31/2000	
0000	046285	0100	0241						08/18/1994	06/01/1995	In	07/31/2001	
0000	047611	0201	0201						01/21/1995	08/02/2001	In		
0000	047612	0178	0178						01/21/1995	08/07/1999	In		
0000	047613	0155	0155						01/21/1995	08/07/1999	In		
0000	047614	0155	0155						01/21/1995	06/12/1998	In		
0000	048247	0241	0241						09/26/1994	09/26/1994	In		
0000	063453	0100	0263						03/01/1995	06/01/1995	In	12/31/2001	
0000	073357	0100	0292						07/20/1995	07/20/1995	In	12/31/2002	

**The Virtual Records Center provides full access to inventory so you can request physical and virtual file delivery, schedule pickups or deliveries, run reports, and order supplies.**

## Additional Benefits

Boxes or files can be imaged and split into different documents for easier access. When you are ready to move to a more robust on-demand document management solution, these files can then be imported into ASPEN Virtual File Room.

- Instantly search your inventory from your desktop
- Modify the VRC display and format based on your specific requirements
- Rename fields to enhance the user experience
- Improve compliance by creating reports that highlight documents ready for destruction based on your records retention policy

