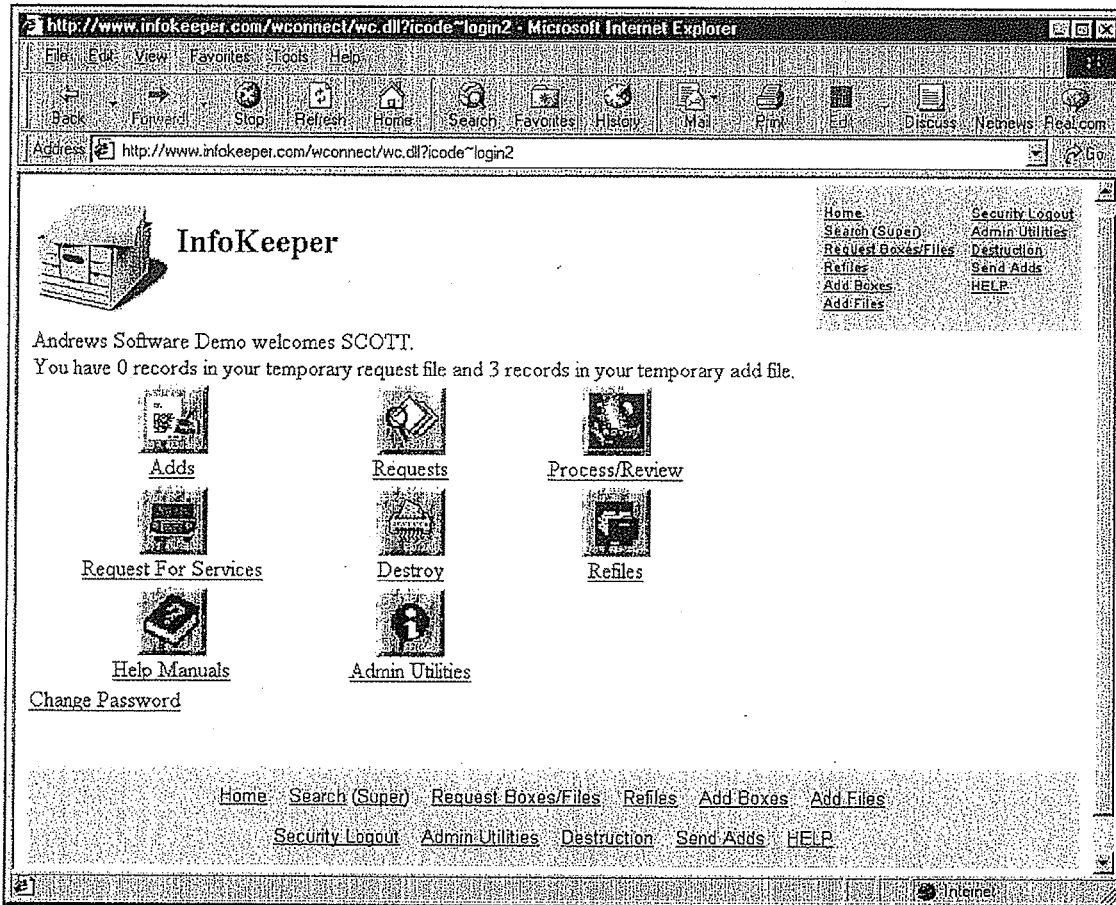


ASI

Andrews Software, Inc. InfoKeeper™ InfoKeeper.com



InfoKeeper™ is an Internet solution for your customers to access their boxes and files that are stored at your Records Center. The InfoKeeper™ website is maintained by Andrews Software, Inc. thus eliminating the need for you to support and maintain a web server, a T1 connection, and a person with the appropriate level of expertise for support. Andrews is able to provide this product to you and your clients at a low cost. Since the InfoKeeper™ resides on the Internet there is no need to install software at the client site or add additional site licenses to your records center software package. It is extremely configurable to your client's needs and currently supports over 600 customers around the world. Authorized users simply log in with the appropriate passwords and user names, and they have instant access to Search and Query, Request Boxes and or Files, perform their own Data Entry, process Destruction, create Reports or Download data, or send a request for the pick up of Refiles, just to name a few features. Any of the above functions automatically creates work orders at the Records Center. This automatic Work Order function reduces errors and eliminates human intervention.

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InfoKeeper™

Requesting Boxes and Files

InfoKeeper Request Boxes/Files

Box Data

Dept./Sort Code:

Box Barcode #:

Customer Box #:

Description:

Dept/Series:

Date From: Format (10/03/2065 or 10/03/65 for Oct 3 2065)

Date To: Format (10/03/2065 or 10/03/65 for Oct 3 2065)

Content From:

Content To:

Review Date: Format (10/03/2065 or 10/03/65 for Oct 3 2065)

Status:

There are multiple ways to locate, view and report the items you need.

Exact Data Entry Match:

Enter the item information in the proper fields exactly as it had been keyed into the Data Entry screen, including any spaces or punctuation.

Abbreviated Search:

An item's description may be abbreviated by entering as many characters at the beginning of the item as are known. For example, suppose a listing of all items that have a description beginning with 'PAYROLL VOUCHERS' or 'PAYROLL CHECKS' is needed. Enter the word 'PAYROLL' in the Item Description field. All items on file with the word 'PAYROLL' being the first word in the item description field will be displayed, including the two examples listed above.

Wild Card:

Prefix a field with a question mark (? -with no spaces after it), and Simple Search will search for the information listed after the (?) anywhere in the field, not just at the beginning. For example, entering '?1988' in the document description field allows the program to search for any occurrence of '1988' in the entire document description field. The search is not limited to '1988' being the first characters of the field. All items in the file with '1988' being anywhere in the description field will be available.

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Andrews Software, Inc. InfoKeeper™ Requesting Boxes and Files

Link Box & Detail

Detail AND Box are True Detail OR Box is True

Detail Data Requests

File Barcode #: _____

Status:

Box Barcode #: _____

Patient Number: _____

File Description: _____

Last Name: _____

First Name: _____

[Super Search](#)

[Home](#) [Search \(Super\)](#) [Request Boxes/Files](#) [Refiles](#) [Add Boxes](#) [Add Files](#)
[Security Logout](#) [Admin Utilities](#) [Destruction](#) [Send Adds](#) [HELP](#)

Detail AND Box are True:

This option requires ALL conditions (data entered in either data screen) to be true.

Detail OR Box is True:

This option will produce data for which EITHER condition (data entered in either data screen) is true.

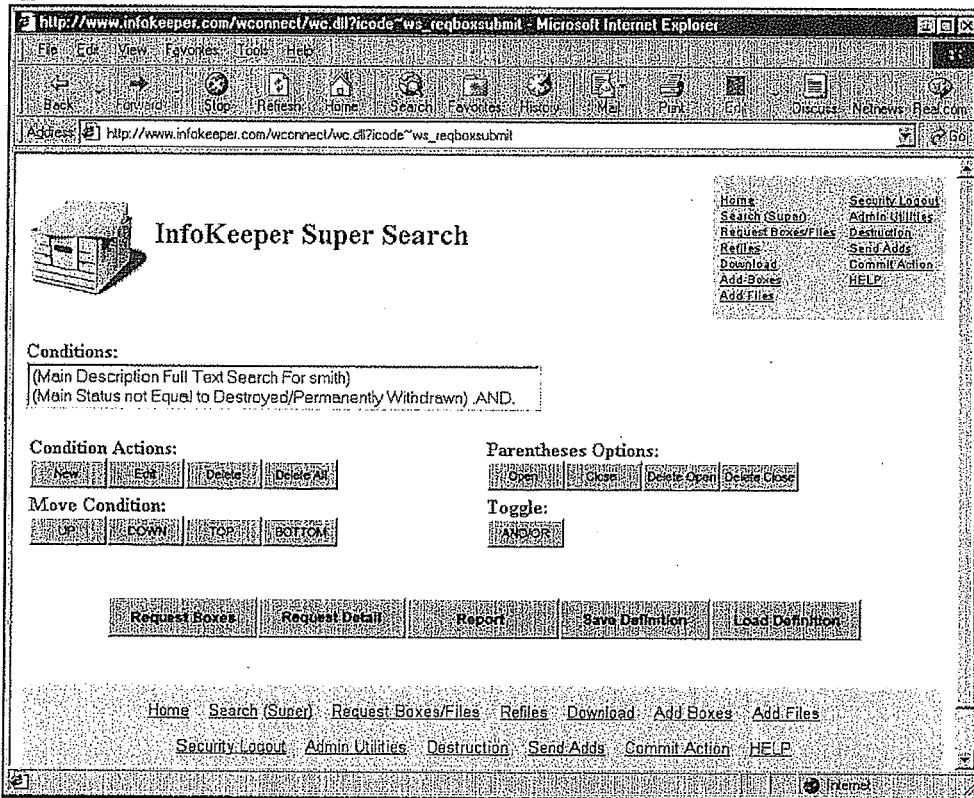
InfoKeeper™ has the ability to search both the box and file databases simultaneously, putting the two databases together to help the user find hard-to-find items. InfoKeeper™ also comes complete with an integrated query builder (Super Search) that enables the user to create Boolean Logic searches, with the ability to select which fields they want to be displayed for their results. Select from the available fields for both boxes and files, choose the order that they appear, even select an output format for download to their computer.

Link Box & Detail

Detail AND Box are True Detail OR Box is True

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Andrews Software, Inc. InfoKeeper™ Super Search



The Super Search option allows users to build complex query definitions. Compared to the Search / Request function, which is a “simple”, form-based quick search, the Super Search is a complete query maker that includes the following features:

1. Support for multiple conditions joined by AND/OR. (“Simple” Search / Request fields are always connected by AND.)
Support for multiple conditions evaluated on the same field. (“Simple” Search / Request only compares a field against a single value.)
2. Support for multiple comparison operators including:

Equal to	Greater than
Less than	Greater than/equal to
Less than/equal to	Containing
Full text search	Between
3. Supports NOT. For example, NOT x=1 (true whenever x is not equal to 1) .
4. Conditions can be logically grouped using parentheses. This feature allows user to design queries whose evaluation to TRUE or FALSE is more easily understandable.
5. Query definitions can be saved and used later. (A Search / Request query cannot be saved.)

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InfoKeeper™

Report Writer/Download

The screenshot shows a web browser window with the URL http://www.infokeeper.com/wconnect/wc.dll?icode=ws_reqboxsubmit. The page content includes:

Step 3: Choose the report grouping (if any)

Grouping 1	Grouping 2	Grouping 3
None	None	None

Step 4: Choose the output format

Step 5

- Microsoft Excel version 5.0 (XLS)
- ASCII Comma Delimited (TXT)
- ASCII Fixed Space Delimited Format (SDF)
- ASCII TAB Delimited (TXT)
- DBASE III Compatible (DBF)
- Foxbase Compatible (DBF)
- Lotus 1-2-3® version 1.a (WKS)
- Lotus 1-2-3® version 2.x (WK1)
- Lotus Symphony version 1.0 (WRK)
- Microsoft Excel version 2.0 (XLS)
- Microsoft Excel version 5.0 (XLS)**
- Visual Foxpro 3.0/5.0 (DBF)

Buttons: Report On Screen, Save Layout, Load Layout

Navigation links: Home, Search (Super), Request Boxes/Files, Refiles, Download, Add Boxes, Add Files, Security Logout, Admin Utilities, Destruction, Send Adds, Commit Action, HELP

1. To build a report run a search for boxes or files . Generate a query using “Search or Request” or “Super Search”.
2. After you enter the query information, select REPORT.
3. Follow the steps on the screen to set up your report:
 - Step 1:** Choose the fields to appear on the report.
 - Step 2:** Choose the report order (if any).
 - Step 3:** Choose the report grouping (if any).
 - Step 4:** Choose the output format. No format would need to be selected to send the report to the screen, or select the output format such as Excel 5.0.
 - Step 5:** Name the output file.
4. Select 'Create report for Download'.

Create Report For Download	Create Report On Screen	Save Layout	Load Layout
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5. You will receive the message “Your report request is being processed. You will automatically be sent to the Download page when the file is ready.”
6. Download the file to your hard drive and open it with the application in which you associated the file.

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Data Entry

Records in temporary add file: 1 [Send Adds](#)

Box Barcode #: Entry will be left padded with zeroes and uppercased.

Dept/Series:

Description:

Content From:

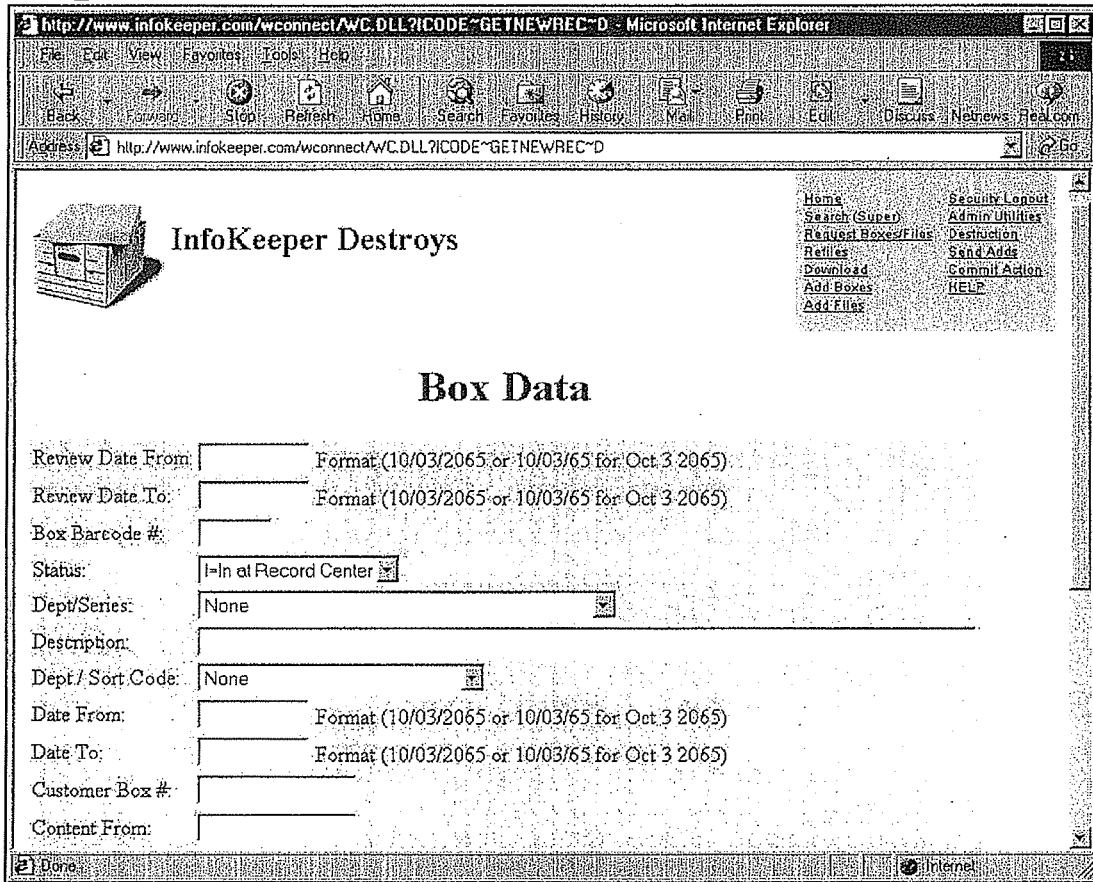
Content To:

Date From: Format (10/03/2065 or 10/03/65 for Oct 3 2065)

Date To: Format (10/03/2065 or 10/03/65 for Oct 3 2065)

One of the most time consuming functions of running a Commercial Records Center is Data Entry. Some see it as a profit center, others see it as an inefficient duplication of effort. (Customer fills out a transmittal form and Record Center data enters same.) InfoKeeper™ offers the best of both worlds. The Record Center can perform the data entry or the user can do the data entry themselves. Imagine the savings and efficiency if 80% of the new boxes coming into the records center had the data entry already done by the end user. InfoKeeper™ can accommodate what ever your client's indexing needs may be. If they want to track more information than your Records Center software can accommodate, InfoKeeper™ can do it. If your customer wants, for example, 12 fields at the file level of varying lengths, InfoKeeper™ can accommodate their needs. How long should each field be, is it a Combo Box (pull down window) or is it a required field, the user decides and configures InfoKeeper™ for their own needs. If they want to change the order of the fields as they appear on the data entry screen, it's not a problem. In short the InfoKeeper™ is designed for the client and by the client.

Andrews Software, Inc. InfoKeeper™ Destruction



Destruction can be processed by the user without need for the Record Center to print a notification. Client users, with the correct login rights, can track retention schedules and request boxes to be destroyed electronically. Select the Destroy Boxes link or icon and the InfoKeeper™ “Destroy Box Data” screen will appear. This screen is similar to the Request Boxes screen. The user chooses the Departments, Descriptions, Dates, etc. and the results of the Search are displayed. The user can simply select the items they would like to destroy. Once selected, all items can be submitted to the Records Center for destruction. A Destruction work order is automatically created, including a pick list. The user can also change review dates globally or on an individual box by box basis. InfoKeeper™ gives your customers ownership of their data, eliminating the Records Center’s need to administer changes.

Destroy Selection								
1156 Records March Query. Items: 1 To 50								
Check box to select records for destruction. When finished, click on DESTROY at the bottom.								
Destroy	Info	Review Date	Box Barcode #	Customer Box #	Description	Date From	Date To	Dept/Series
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/31/1994	317283		CASH SUMMARY 1991 RECORD BRANCH 471	01/01/1991	12/31/1991	6000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/31/1994	317285		CASH SUMMARY & CK COPIES BR 471 1989	01/01/1989	12/31/1989	6000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/31/1994	317287		RECEIPTS & DISBURSEMENTS	01/01/1988	12/31/1990	6000

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Andrews Software, Inc. InfoKeeper™ Refiles

InfoKeeper Refiles

Box Data

Rec Series Name:

Requester Name:

Content From:

Content To:

Box Barcode #:

Customer Box #:

Dept/Series:

Status:

Description:

Dept / Sort Code:

Date From: Format (10/03/2065 or 10/03/65 for Oct 3 2065)

Boxes and Files that are out of the Records Center are easy to control. The client user can track items that are out of the Record Center by running a report showing all items out of the system. This function is similar to the Request function, enabling the users to search for specific items that are out of the records center by Description, Dates, Requester Name, etc. All of the InfoKeeper™ fields that are displayed on this screen are searchable. Users who want to see boxes and/or files John Smith has out of the Records Center, simply go to Refiles, enter John Smith in the "Requester Name" field then press the Refile Boxes or Refile Files button. All items with an out status will be displayed. They can then select the items they wish to return, automatically creating a work order to pick up the items.

Refile Selection							
65 Records Match Query. From: 1 To: 50							
Check box to select records for refile: When finished, click on REFILE at the bottom.							
Refile	Info	Box Barcodes #	Status	Customer Box #	Description	Dept/Series	Requester Name
<input type="checkbox"/>		270580	O		BUTLER CUKRY JACQUES - CALHOUN RONALD		ANDY
<input type="checkbox"/>		270584	O		CROSBY J. C. - CURTIS RAYMOND L. CAROLYN K.	1000-	ANDY JEROME
<input type="checkbox"/>		270611	O	CASE 02	DAILY BACK-UP 04/03/1999	0000-00000	ANDY JEROME

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Andrews Software, Inc. InfoKeeper™ Security

InfoKeeper™ access is controlled through individual user names and passwords.

Domain or Domain Name

- * The common name for the site. Enter www.InfoKeeper.com and the browser goes to a server containing all the names of acceptable web sites. (Domain Name Server)
- * InfoKeeper™ checks each incoming user's Domain Name to verify that it is valid.

VeriSign Digital ID

- * Establishes secure "sessions" with site visitors. These private communication sessions cannot be penetrated by external parties, protecting information from unauthorized access.
 - Provides greater security than just password solutions
 - Validates user's identity

IP Address

- * The numerical address tied to the Domain Name. InfoKeeper's address is 207.206.5.198.
- * Some people have a Static IP, and others have a Dynamic IP.

Cookies

- * Cookies are simply ID numbers passed between the InfoKeeper™ and the user's web browser. Since the Internet is "stateless" the Cookie is used to verify the user prior to each activity or movement of data. Or to say it another way, Cookies are used so you can pick up where you left off. The Cookie file is deleted when the user shuts down the browser. The next time a user visits the InfoKeeper™, a new Cookie is established.

User Edit for DEWIO	
User Name	BERNI
Password	XXXXXXXXXX
Address	ONE ANDREWS CIRCLE
Address2	CLEVELAND, OH 44141
Address3	
Phone	800-807-2093
Email	
Groups	6-ACCOUNTING 7-Payroll Group 8-Accounting
Department Number	0000
User Access	76
Domain Blocking	<input checked="" type="checkbox"/>
Domain Name	bhilyak@andrewssoftware.com
IP Blocking	<input checked="" type="checkbox"/>
IP Address	209.57.207.112
Direct Add	<input type="checkbox"/>
All Actions Need Verification	<input type="checkbox"/>
Only Adds Need Verification	<input checked="" type="checkbox"/>
Days to allow access	23456 Sun=1 Sat=7 blank=all
Hours to allow access	8 14 Military time. Blank for all.
Client Admin	<input type="checkbox"/>
Temporary Block On File	<input type="checkbox"/>
Save User Cancel Delete User	

Passwords & Security Features:

1. There are 2 sets of usernames and passwords that must be used to gain access to InfoKeeper™
 - A. Records center login. InfoKeeper™ needs to know the name of the records center serving your client's information management needs. The screen prompts your clients to enter the assigned records center name and password. This login is shared with all of your clients and is set up by ASI and does not change.
 - B. Client Customer Number, User Name, Password combination. InfoKeeper™ needs to know who is accessing the system. The screen prompts your users to enter their customer number, user name and their password. This area is controlled by the client administrator. Clients can assign users access to the InfoKeeper as needed. Listed below are several ways to limit access to the InfoKeeper™.

An E-mail is sent to security personal at ASI and a designated Client administrator, if or when a user tries to login with wrong passwords and/or user name information. The system can also be configured to send E-mail to the user of the attempted account. The account automatically becomes inactive and remains so until either a Client administrator or security person at ASI reactivate the account.

2. The system is setup to allow the Client's administrator to set the numbers of days a password is valid. The systems default is "never expire", but can be set to any number of days, i.e., a 35 day cycle/period, but can be changed if Client's policy changes. During this cycle/period a user can change their password at anytime. The cycle/period would then start again from that date.
3. Users may not reuse the same password within X number of cycles/periods. If the Client's policy is 5 periods/cycles of 35 days each then the system will not allow duplicate passwords for 175 days, regardless of the number of times a password is changed.
4. The system will not allow similar passwords within the cycle. This stops users from using a password scheme. (i.e., smith11, smith12)
5. The administrator can also set the minimum and maximum number of characters in a password. The default length is currently a minimum of 6 characters with a maximum of 20.
6. At anytime a Client Administrator can block access to any other Client account. A Client Administrator can also monitor user usage in real time.
7. Optional user security measures:
 - A. An E-mail can be sent to each user when they login. This E-mail would notify users of log-ins if their password is stolen and being used by others.
 - B. Time and day restrictions can be placed on individual users and the system as a whole. One word of caution, emergency access may not be available during certain periods if time or day restrictions are in place.
 - C. Domain Name and IP address restrictions can be put in place limiting access to InfoKeeper™ from within the company domain.
 - D. Client can define Group Access limiting users access to only their assigned departments or cost centers.

These are just a few of the features and functions of InfoKeeper™. For a complete demo please contact Andrews Software, Inc.