

# ASI UPDATE

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Volume 1 Issue 4

June 1996

This is our fourth newsletter from ASI. Although we have selected subjects for which we have received the most questions, we are interested in receiving input from other record center and corporate customers regarding future topics. Among the subjects being considered are destruction, ASI support, new pricing, Vault Keeper, Mini Keeper and the laser wand. Should you wish to have any subject covered in future newsletters, please contact Berni Hliviak at 800-807-2093. At this time, we would also like to request any comments you may have regarding the newsletter. Since the newsletter was created as a helpful tool for our customers, we welcome constructive criticism as well as favorable comments with regard to our endeavors.

## EVERYTHING YOU WANTED TO KNOW ABOUT DATA ENTRY BUT WERE AFRAID TO ASK

### DATA ENTRY--IT'S THE ROAD MAP FOR YOUR BOX - YOU'RE LOST WITHOUT IT.

A customer may have one box or 100,000 boxes in storage. The most important goal of a records management software program is to enable the record center and your customers to locate one particular box or an individual file in one of their boxes. This activity is controlled by data entry. Data entry into the Corporate Keeper® is one of the most important functions in record tracking. Without the proper documentation in data entry, a customer may encounter considerable difficulty in locating necessary documents and files. For this reason, special attention must be given to this facet of records retention. Therefore, it is recommended that extreme care be given to the performance of this task. Nothing is more frustrating to a customer than to be unable to retrieve a file or box from the record center because the person who prepared the original data entry provided insufficient or inaccurate information regarding boxes being sent into storage for the first time. Data entry can be sent to the office either by completion of a transmittal sheet containing all pertinent information or via the Mini Keeper diskette.

**Transmittal Sheet:** Upon receipt of the transmittal sheet at the record center, this data will be entered into the Corporate Keeper® (Select T-B-D from the Main Menu). At this point, the data is in an "open batch". After entering data for the entire batch, the system will ask you if you want a "Proof Listing", indicate yes. You will also be requested to enter a date by which any changes should be sent back to you--enter the desired date. This "Proof Listing" should be sent to the customer for approval with instructions to notify the record center of any changes by a certain date (usually two weeks). After being notified of any changes or after the approval date noted on the "Proof Listing", record center personnel should run the Intermediate Verification Report (T-B-I). This transfers the information into the system's main inventory. The only way to alter information pertaining to that box in main inventory is through the Edit Item Function (T-E).

**Mini Keeper Diskette:** If a customer has the Mini Keeper, data entry is sent to the record center via diskette. It should be noted these customers do not receive "proof listings". Data is uploaded into the Corporate Keeper® and as soon as all boxes in the batch are scanned into