

# InfoKeeper Plus™

[www.AndrewsSoftware.com](http://www.AndrewsSoftware.com)

## Paper. Media. And now web-accessible Digital Archives.

Technology and evolution – two key factors determining competitive advantage in today's aggressive marketplace. The spectrum of information management solutions available to your clients continues to expand. No longer confined to paper and tape, digital archiving of information assets is a growing trend. With 80% of corporate information being created digitally, digital archiving offers unparalleled opportunity to fully manage your organization's critical information assets.

Recognizing the value of comprehensive solutions, Andrews Software, Inc. (ASI) offers InfoKeeper Plus™ as part of its suite of information management software applications. Since 1997, InfoKeeper™ has provided records center clients with a powerful web-based solution to access and manage their hardcopy and media vault account information. Built upon this secure and sophisticated platform, InfoKeeper Plus encompasses these proficiencies and expands them by providing clients with access to paper, media cases and digitally archived information assets – all from the same interface. If digital archiving is part of your information management services toolkit, consider InfoKeeper Plus to enhance your operations and workflow. If you are thinking of adding digital archiving to your client services, the ASI Digital Archiving Solution is the industry's performance leader.

**Here are a few of the performance features that continue to designate InfoKeeper Plus and ASI as leaders in the industry.**

#### **Cost Effective**

The ASI Digital Archiving Solution is a hosted and fully managed solution. Minimal upfront capital is necessary to begin archiving and no additional staff is required to manage or administer the archive system. The ongoing cost of compliant records retention is also lowered by up to 80%.

#### **Security**

Client electronic records are stored offsite in a secure data center. Clients are provided encrypted access to records through standard web browsers and only from authorized locations. Multi-level security is in place, matching access permissions to a record's security levels.

#### **Integrates with Existing Process**

The ASI Digital Archiving Solution can automatically archive office documents and e-mail and integrates with your clients' current workflow applications. Clients can manage digital and paper records from a single source and are able to meet increasingly stringent records retention requirements.



#### **Easy to Use**

No special software is required to access or add documents to the archive. Customized index capabilities simplify searching and ensure rapid location of critical records. An automated record upload process is also available.

#### **Guaranteed Authenticity**

All records are digitally signed to prevent malicious alteration of key records. All versions of a document are also maintained, including the original. Record deletion requires multiple approvals.

#### **Guaranteed Availability**

Technologies change over time, especially storage media and software file formats, turning older files into digital gibberish. The ASI Digital Archiving Solution ensures that your records are always stored on current technology and always accessible and in viewable formats.

#### **Regulatory Compliance**

The ASI Digital Archiving Solution is compliant with all current federal records retention regulations.



Andrews Software, Inc.

**These are just a few of the key features offered by ASI's Digital Archiving Solution and InfoKeeper Plus. Contact us today for more information about how InfoKeeper Plus and our full family of proven ASI information management software solutions can work for you.**

800-807-2093 (North America)

440-546-9771 (Worldwide)

[sales@AndrewsSoftware.com](mailto:sales@AndrewsSoftware.com)