



Our most powerful client tool, InfoKeeper™ provides immediate access and control of your account information via the web. Accomplish basic account management tasks such as data entry, as well as initiate requests for services such as box/file retrievals, pick-ups and more. The result is fewer errors and faster service.

POWERFUL PERFORMANCE

- Client requests can be generated via the web, generating a work or service order at the records center automatically. This reduces the chance of error and streamlines processes.
- Account information can be accessed and maintained from multiple sites around the globe via InfoKeeper's centralized database that interfaces with our state-of-the-art records center software.
- Easily reached from any computer platform equipped with a web browser.
- Create reports online for immediate viewing or download the data to Excel, ASCII, Lotus, or DBF for use and printing—no waiting for reports to be delivered from the records center.
- Create custom searches and queries using the integrated query builder (Boolean logic) and export results in seven different file formats for use on your PC.

APPLICATION/SYSTEM SECURITY

InfoKeeper utilizes a variety of tools to provide maximum security:

- 128-bit encryption, ensuring secure communication from the web site to the user's browser.

- Users are required to have appropriate security clearance to gain access to data.
- Domain blocking and/or IP blocking is in place, assuring InfoKeeper is only being accessed from within the organization, rather than an outside workstation.
- Users can only perform tasks assigned by the client administrator, assisting in the integrity of the database and account information.
- Groups, created and controlled by the client administrator, have access to departmental information specific to that group, ensuring confidentiality.

CUSTOMIZED TO YOUR NEEDS

- Add fields of entry that are specific to your company.
- Edit or delete fields that are not needed.
- Define field names.
- Set order for fields to appear.
- Force fields of entry.
- User security for each employee.
- Define retention schedules.
- Create custom queries and reports.

GAINING ACCESS—SECURELY & IMMEDIATELY

- To access InfoKeeper, simply type www.infokeeper.com. You will be prompted for a records center login, which includes a records center name and password.
- You will then be prompted to enter your individual customer number, user name and password. Access is permitted once the system verifies your user name matches the domain name.
- Using SSL 128-bit encryption similar to that used by online banking, a secure 'session' is established, meaning external parties are blocked from unauthorized access during the transmission of information from the web site to your browser.

ACTIVE MEMBER OF

- ARMA International
- Professional Records & Information Services Management (PRISM)
- National Association for Information Destruction (NAID)



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