

The ASI Archive

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ASI Reorganization

By: Scott Bidwell, VP Sales & Marketing

Volume III, Issue II

April - June, 2005

You may or may not have seen the recent press release "[reorganization of key management positions](#)" within our organization. As many of you know, Lee Miller left the One Andrews Circle facility, the location of Andrews Records Management now Cintas Document Management, back in January of 2005. If you were unaware this took place, details are available on the [ASI website](#). If you were aware that Lee moved to our offices, then you might be wondering what he has been up to.

To set the stage let's go back to when Lee and I were returning from PRISM's Mid Year Educational Session, in New Orleans. We were sitting in the airport waiting for our flight to board. If you know Lee, the only time his mind stops working is when his eyes are closed. Well after spending the last three days with minimal sleep, the last thing I really wanted to do was to work or think. Lee, however, handed me a blank piece of paper and said "write down what you do on a daily basis". Don't know if you have ever tried to write down what "you" do on a daily basis, but given the time and setting it proved to be a challenging process. Take five minutes and give it a try, you might be surprised at what you find.

At first it felt like I was back in college having a surprise exam on last

night's five chapters of reading, which unfortunately did not happen to make it in my schedule of activities for that evening. After some thought, one by one the list began to take shape. In no particular order there was everything from managing the physical plant, to managing developers, projects, sales, marketing, network administration, as well as a general resource for the entire ASI Team, just to name a few. So I presented the list and after a brief read he handed it right back saying "OK, now number each item in order of what you enjoy doing the most to the least". That was much easier, so before the plane even loaded I handed it back numbered in appropriate order. Lee reviewed the list and responded by saying "OK, I'll take every thing from four down and you take one to four!! Voila, my responsibilities were cut in half and I could now focus on what I enjoyed and was hopefully the best at doing. Lee said he would pick up all the other responsibilities and off we went.

So as you probably know, Lee has assumed the day-to-day operations of ASI. For the first time in 20 years he will focus 100% of his time on one business. No record center or destruction company just ASI. If you have a question or need, and wish to communicate, Lee has assumed responsibility for Customer Support, Software Development, Facilities, HR

and wants all to know he will always depend on my technical skills and knowledge as it is often hard to teach the old dog new tricks. On the other hand I will be focusing 100% of my time overseeing new initiatives and ongoing business development with a primary focus on sales and marketing.

The technology revolution has just been turbo charged and ASI will continue to focus on keeping each of you current and competitive. I look forward to working with Lee and the entire ASI Team as we continue to grow and expand our business base. If you have a need or ideas that could help us grow and expand our mutual business base please share those thoughts at your earliest convenience.

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Wireless Networks

By: Kevin Baird

Current wireless networks are limited in range and speed. The main reason for this is that the frequency wireless networks use (802.11) is license free. So the FCC demands that the devices that use this frequency maintain low power, so as to not interfere with other devices.

Recently, however, Intel has brought together the wireless community to produce a new product called WiMax, which will soon change everything, for everyone.

WiMax is long range, high speed, wireless Internet. Essentially, this will be something that will sit on a cell phone tower, or other utility pole. The frequency will be licensed to carriers, very much like cell phones are today, and people will be able to access the Internet without wires in a radius of up to ten miles from the WiMax antennae.

Ultimately, the thought process is, that you'll subscribe to a wireless plan from a carrier. Like cell phones, it will start in small markets and quickly grow and spread across the country and around the world.

But what will this mean to you and your business? Imagine a system where a driver is making a pickup, and scans the barcode at the client's site. The record center could get the details of the scan the moment it happens in real time. No waiting for dumps or the driver to check in with the wand. You already have the information.

The van that makes the pickup could indicate it's position in real-time via a simple GPS receiver to tell the Record Center where the driver is, when he will arrive, and what he is carrying long before he ever pulls in the driveway.

The real key here is interactivity. This wouldn't be a one-way connection. If you wanted to alter a workorder for a driver who has already left, it can be sent to him while he's out on the road. (Assuming, of course, he has a device like a Pocket PC scanner or laptop.) You could change the pick-up, redirect, or manage the entire route without picking up the phone.

Most of these options are available today in one form or another. They are typically very expensive to deploy and complicated by multiple programs involved with separate tasks. The difference with WiMax is that it will be incredibly cheap to deploy and allow simple operation.

Of course, other things will change as well. You'll be able to listen to 50,000 radio stations in your car. Or your own private music collection that is transmitted from your home network out to your car stereo. If you're on a long car ride, and you want to get some work done on your laptop, you'll be able to connect straight to your office network without having to stop.



And because this is high-speed Internet, you'll have full control and access, not just limited functionality. People waiting for the bus will be able to know exactly when it will arrive because the bus will be able to report its position in real time. You'll be able to know instantly when an accident has happened on the highway, and how it will affect your drive to and from work, including available routes to switch to that are less congested. In fact, highways could report to the Internet based on traffic and your car would recommend the best route to take by the minute.

This next level of the Internet will usher in a new wave of communication, not just between people but machine to machine. Cars that have been in an accident could immediately contact help. (Think of Onstar but without the special service plan and human operator). In fact, cars could talk to your home computer and tell you what's wrong with them, where they've been, and when they need service next. Your car's smog check could be done and your car would never have to leave the driveway.

The possibilities are limitless, and now that WiMax is a reality, you'll soon start to see it take shape around you. Check out <http://www.WiMax.com> for more information and ideas.

Operating System, Hardware & Software Updates



Do you check for and install available updates for your operating system, hardware and software on a regular basis? Microsoft Windows updates will scan your individual computer and provide you with a list of updates. When Microsoft's automatic update feature is activated your computer will receive critical and security updates automatically.

To ensure your computers operating system, hardware and software stay up-to-date and current visit the Microsoft's website at <http://v5.windowupdate.microsoft.com/> regularly to check for available updates for your system.

Also, don't forget to check for updates to your anti-virus software on a daily basis. This will ensure you have the latest virus definitions reducing the likelihood of getting a virus.

VCK Tips-N-Tricks and More!

By: Jennifer Fröhlich

E-Billing to Multiple Recipients

To e-mail invoices to multiple users enter each e-mail address into the user email field separated by a comma (,) a semi-colon (;) will not work.

Charted Work Orders & Peaks

All charted work orders must be finished and peaks must be generated peaks prior to collecting month-end invoicing.

System Integrity Reports

To help ensure invoicing is accurate, run the following system integrity reports before collecting month-end invoicing:

1. Customers w/ Incomplete Retention Rates
2. Customers w/ Incomplete Service Rates
3. Multiple Retention Rates for the same Customer/ Media Type
4. Multiple Service Rates for the same Customer/Service Code
5. Storage Boxes w/ Invalid Status/Media Type Codes
6. Storage Boxes w/ Invalid Customer or Customer Dept. Number

These reports will help ensure you are collecting revenue accurately.

Dumping Scanners

If you are using Percon Scanners and dumping to a Windows XP machine you need to update the Wand Type setting in Record Center Settings to Percon 32-BIT.

To check the current settings select Record Center Settings, click the General Settings tab, click the Scanning tab and select Percon 32-BIT from the Wand Type pull down menu.

Do your customers know about E-Billing?

Put a message on the cover page of your invoices to let your customers know they can receive their invoice via e-mail. Save yourself time and money!

Select Record Center Settings, click the General Settings tab, click the Invoice tab and enter your E-Billing message in the Invoice Message Text box.

Import your Invoicing Data into QuickBooks

The ASI QuickBooks Interface is gaining in popularity. You must be using QuickBooks 2004 Pro or higher. Contact ASI Sales today for more information!

SmartPack

Have you been running SmartPack when you finish your month-end invoicing. SmartPack archives work orders so you can view and print them at any time through Quick Edit Work Orders. SmartPack also cleans up various databases and zips up scanner download files and InfoKeeper files to optimize space being used on your server. If VCK doesn't ask you to run SmartPack after you finish invoicing call ASI Support today to have this feature activated.

Pick Lists

How many files do you have in your staging area? How long have they been there? Run the Overdue Staged File Report to find out how many files have been sitting in the staging area for more than a week.

Select the Warehouse Menu, click the Staged File Lookup icon and click the Report Overdue Files button.

Veri-Shred™

Do you place destruction bins and consoles at your customer's businesses? Do you know who has what bins and how many total bins you have placed? If you do place bins and you don't know what you have out there you need Veri-Shred. Veri-Shred is our newest software product. This comprehensive solution offers efficiencies to help you run your business, while incorporating the needs of your clients.

With Veri-Shred you will have...

- An Accurate Bin Inventory
- Flexible Scheduling
- Efficient Routing
- Intuitive Invoicing
- Scan Verification Capability

Call ASI Sales for your FREE Veri-Shred demo today!!



3rd Quarter WebShare WEBINAR Schedule

Please visit the ASI Users section of our website to download the registration form.

Date	Topic	2 Available Times (Each WebShare is Approx. 1 Hour)
Wednesday, July 6	InfoKeeper	10:00 a.m. - 11:00 a.m. EST
Wednesday, July 20	VCK Customer Setup	10:00 a.m. - 11:00 a.m. EST
Wednesday, August 3	Management Reports/System Integrity Reports	10:00 a.m. - 11:00 a.m. EST
Wednesday, August 17	ASI QuickBooks Interface	10:00 a.m. - 11:00 a.m. EST
Wednesday, August 31	Driver Scanning	10:00 a.m. - 11:00 a.m. EST
Wednesday, September 14	Veri-Shred Customer Setup	10:00 a.m. - 11:00 a.m. EST
Wednesday, September 28	Warehouse Operations	10:00 a.m. - 11:00 a.m. EST

2005 ASI User's Seminar

By: Jennifer Fröhlich

Mark your calendars now for the 2005 ASI User's Seminar being held in Cleveland on Tuesday, October 25th thru Thursday, October 27th. We will be emailing detailed information, including the schedule and registration information, within the next few weeks.

ASI holds our annual seminar to benefit you, the users. Some of the session topics include: Industry Trends, Website Analysis, Management Reports, New Driver Scanning Program with Validation, a Marketing Series and much more. We are hoping for another great turnout.



The Wednesday evening event will include a tour of the Rock & Roll Hall of Fame and Museum and dinner at the Hard Rock Café.

We look forward to seeing everyone in October!!

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