

## We're Making Some Big Changes at DataSite!

This special notice brings exciting news to DataSite customers large and small December 1<sup>st</sup> we roll out a new ground breaking suite of software tools designed to not only improve the service we have long offered our customers but - and this is the exciting part, expand the breadth of services available.

One of the most impactful new wrinkles relates to how you receive confirmation of orders and record movements. When you place a retrieval order our staff confirms the accuracy of the order just prior to dispatching the courier. An e-mail confirmation is forwarded to the requesting party documenting that the order is on its way and correct. Consider how valuable this feature is when you place a Rush order. Just before our courier hits the road you will receive an e-mail confirmation so breathe easy.



With the new system we even validate that your records retrieval request confirmed at the DataSite record center is the same as the materials deliverer to your location. Your helpful DataSite courier will now be sporting portable data terminals for scanning your order at your office. This validation scan finalizes the audit trail and assures you 100% accuracy.

---

### New ActiveFile Program



A key element of the DataSite service experience is the emphasis we place on providing our customers tools to simplify the task of managing their records. Our goal has always been to support the use of our web based inventory management module. One of the major factors in making the investment in our new software platform was the many enhancements available in the internet based **ActiveWeb** program. The features of this new tool and the benefits to you, the customer are too numerous to detail in this format. Demonstrations and training are available as noted on page 2. [info@datasitenw.com](mailto:info@datasitenw.com).

### New On-Demand Scan Program

As much emphasis as we place on being responsive to service request we always obey the speed limits and know full well that traffic only gets worse, never better. So the new system gives us the ability to add a new delivery methodology. On-Demand Scan allows a file or even a lone document to be retrieved, scanned and attached in an encrypted e-mail. Not quite faster than the speed of light but for about the same cost as a standard delivery it is very, very fast. So when it absolutely, positively has to be there.....



---

The list of features and benefits of our new web based system is long and over time will become evident to our customers. A partial list:

- Perform full text searches on all electronic documents, data and note fields
- Allows multiple orders placed for the same time frame for the same location to be logged as one combined order
- Auto create destruction lists based on retention schedules
- Create multiple security levels and group access rights
- Easy to use 'shopping cart' ordering process
- Batch data imports for faster data entry
- Track and order documents on and off-site
- Passwords across multiple accounts
- Manage documents throughout their life cycle
- View a complete audit history of all 'touches'
- Automated e-mail notification of all orders
- Billing via e-mail
- Customize and define data fields
- A single platform to manage both physical and electronic documents (EDM)
- Scan, index, OCR, save, store and view all images
- Quick and immediate access to all imaged documents
- Know the status of all items stored anywhere
- Version control retains and identifies electronic document changes
- Integrates with Microsoft Office programs

*We need your help to make the conversion go well!*

---

### Alternative Order Methods

To aid in the final conversion we ask that any orders just for November 29<sup>th</sup> and 30<sup>th</sup> be placed using alternative methods. **These methods include:**

**Phone**  
206-529-1234

**E-mail**  
[dbaops@datasitenw.com](mailto:dbaops@datasitenw.com)

**On-line Form**  
Click [HERE](#) or visit:  
[www.datasitenw.com/MyDataSite/Box-File\\_Request\\_Form.pdf](http://www.datasitenw.com/MyDataSite/Box-File_Request_Form.pdf)

### Account Authorization Updates

It is important that we document your accounts authorization list. Since our new system integrates with Microsoft Office it makes sense to associate our users e-mail to their accounts. This supports our new fully automated e-mail notification process. E.g. Invoice by email, and automated report delivery.

Please note that the ActiveWeb system will allow you to insert user information including e-mail addresses once you are set up on the system.

Take a minute and go [HERE](#).  
**or visit:** [www.datasitenw.com/MyDataSite/AuthList\\_Form.pdf](http://www.datasitenw.com/MyDataSite/AuthList_Form.pdf)

### Web Training

Training is available on the new web interface in a number of ways. You may schedule a **Go-To-Meeting** session with a DataSite customer service representative or even a **site visit** at your office. Feel free to **telephone** our support team at 206-529-1234.

To sign up for training click [HERE](#).  
or visit: [www.datasitenw.com/MyDataSite/training-request.html](http://www.datasitenw.com/MyDataSite/training-request.html)

---