

New Accession Module for Intersect's *Records Control and Management System (RCAMS)*

The new Accession module from Intersect Systems adds a unique new communications capability between a records center and the various departments or divisions within an organization, extending the functionality of Intersect's *Records Control and Management System (RCAMS)* in three important areas. With the Accession software installed, and with RCAMS operating on a Local- or Wide-area (LAN or WAN) network, three functions are added by the Accession system:

1. *Accession enables read-only access of the central RCAMS records database by individual departments.*

Departments have read-only access to their container data from the Accession station software, including the full search and query functions available in RCAMS, allowing a department to directly locate desired records. (Access is limited to only the container entries belonging to each participating department; access to the full container database by a department is not allowed.)

Where the Contents feature of RCAMS is used for details of specific documents or folders in a container, or frames on microfilm, microfiche, or optical media, Accession provides the same Contents access and look-up functions that are in the RCAMS central software system.

2. *A department can send a record request to the records center for a container and document directly from the Accession system.*

After using the search and query functions in Accession to locate a desired container and record, the department can send a request for the record to the records center with a single point-and-click operation. Communication is immediate through the LAN or WAN system; within seconds of a request, the records center Accession Monitor software running at the records center receives the request, indicates its receipt, and adds the request to a list to be processed at the records center.

The records center can then view the request, and process it with a single point-and-click action, adding the request and check-out information to the RCAMS check-out log, and printing a pick list for the container and record desired so the record can be retrieved and forwarded to the requesting department.

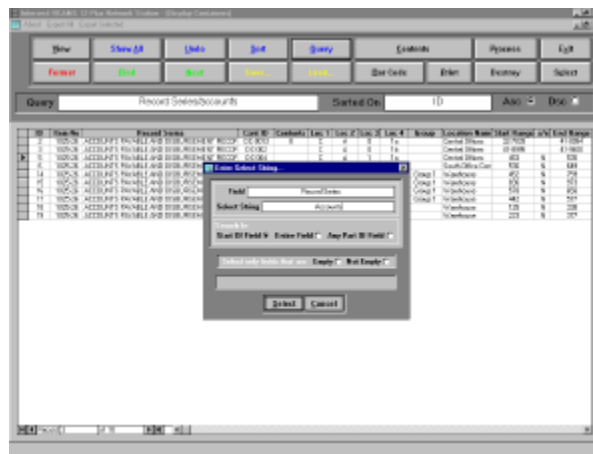
This process eliminates the hassle of telephone and fax requests, or the vagaries of e-mail, and eliminates the need for keyboard entry of the request information by the records center. Equally important, the process engages each participating department more directly in the records management process.

3. *Accession supports on-line records transmittals, allowing each department to fill out and immediately forward the container information for each container that is being transferred to the records center.*

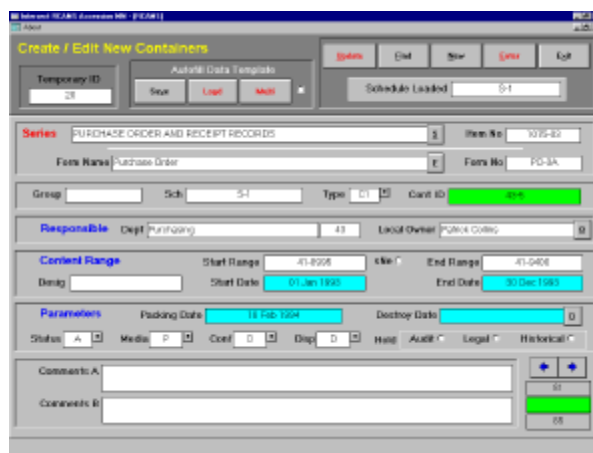
The records center can view each Record Transmittal received with the Accession Monitor receiving software, verify the information, make corrections if necessary, assign the appropriate retention information through direct access to the Retention file in RCAMS, and with a single mouse click enter the container information into the RCAMS records



Department Container Display Screen



Using a Query in Accession to quickly locate a container

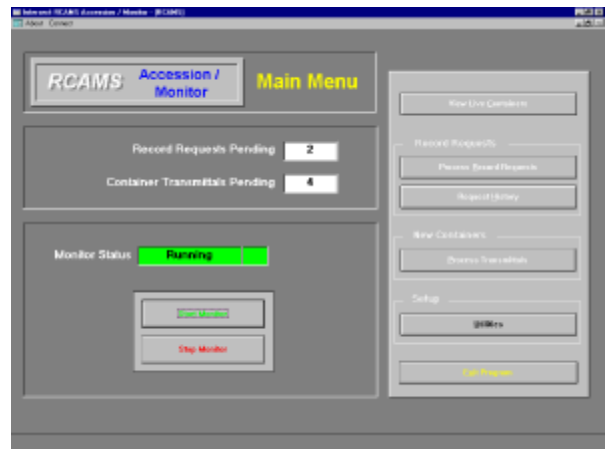


Department Template and Data Entry Screen

database. Note that no information is entered by any Department directly in the RCAMS database; only after review and approval by the records center is the transmittal information entered into the central database, and a new container record created.

A template feature minimizes the keyboarding required by a Department to prepare and send a Transmittal; any similar container in the RCAMS database can be selected for use as a template for a new transmittal. This template feature greatly reduces the typing required; typically, the majority of the information for any similar container will not require changes. Date range information for the contents of a container, or alpha- or numeric range information, are the most common changes required.

The Accession station software includes a label printing capability; the Department preparing a container can print and attach a standard label if desired, or the records center can print the label from the RCAMS system once the container is received.



Records Center Accession Monitor Main Screen

Installation of the Accession software system is straightforward. The Accession station software is a stand-alone application that can be installed on a networked Windows®-based computer station in each participating department. Communication from each Accession station is with data files on the LAN or WAN server. The Accession Monitor software is installed on a networked Windows-based computer station at the records center or the records manager's location. Accession Monitor is also a stand-alone application; although the RCAMS records management system is required to be installed on the server. Communication between Accession Monitor, Accession stations, and RCAMS is through the central data system on the network server.

The Accession system can dramatically improve the flow of records requests from departments throughout an organization to a central records center; the requesting information is also used to fill the request form in the RCAMS system, reducing the amount of interaction required by personnel at the records center.

Where the transmittal feature is used, the data entry effort for new containers is shifted to participating departments while still insuring review and approval of transmittal information, and assignment of storage locations and retention information, by the records manager or staff at the records center.

Finally, The template feature greatly reduces the keyboarding required by participating departments for each records transmittal, and insures accuracy by using existing similar RCAMS containers for the template.

For more information about Intersect Systems Inc. software for retention schedule development and management, or software for records management, contact Intersect at (972) 641-7747, or e-mail Intersect at newintel@newintel.com.

Intersect Systems Inc.

Post Office Box 540907

Grand Prairie, Texas 75054-0907