

ReQuest™ Web v2.0
Recall's web-based document/data management system

Navigation: New Order | Current Orders | Update Inventory | Reports | Preferences | Site Tou

Update Inventory

Search for inventory items

Search: Alternate ID for []

Result includes: >Cartons >Files >Documents / Images >Tapes >> GO

Search Results 4 search results found

Retrieve (All)	Item	Status	Account	Item ID	ALT ID	Search Result
<input type="checkbox"/>		In	20 HTML characters	123456	abc123456	Item ID: 1234567
<input checked="" type="checkbox"/>		Out	20 HTML characters	123456	abc123456	Item ID: 1234567
<input checked="" type="checkbox"/>		Perm Out	20 HTML characters	123456	abc123456	Item ID: 1234567
<input type="checkbox"/>		Destroyed	20 HTML characters	123456	abc123456	Item ID: 1234567

RECALL'S QUALITY IN ACTION:

Access your physical documents. Anytime. Anywhere.

The ability to manage and quickly access information about your document inventory is critical to the success of your records management program. No one knows this better than Recall.

ReQuestSMWeb offers convenience, cost efficiencies, and control.

You now have a secure online link to monitor your physical inventory -- 24/7. ReQuestSMWeb provides free, unlimited access to your inventory from the convenience of your computer. Once you securely access this intuitive, user-friendly system, you'll be able to perform a variety of records management activities. These include, but are not limited to: requesting items for delivery, viewing inventory reports, tracking items, updating descriptions, generating reports, and ordering supplies.

ReQuestSMWeb processes requests quickly and efficiently. Once submitted, the order goes directly to the Recall information center where the inventory is stored. The items are located, dispatched and tracked all along the way.

Searching for specific files and cartons is easy with ReQuestSMWeb. Users can create their own customized naming structure, use an existing one, or utilize the Recall standard naming convention. ReQuestSMWeb has the ability to search on any data field, easing the stress of having to remember a specific number or file name.

Recall maintains strict security procedures ensuring that only authorized users utilize our web based system. Once approved for access, logging in with your username and password is simple. Recall's account management team will see to it that you and your company's users are properly trained on the most effective way to use ReQuestSMWeb. →



Place orders in four easy steps.

- 1. Where** - Start off by deciding “where” you want your requested item(s) sent. You have the ability to store multiple account numbers and office addresses, making managing your records hassle-free.
- 2. What** - Next decide “what” you need. ReQuestSMWeb can quickly handle everything from one-line searches to complex queries. Your results will be displayed onscreen for your convenience.
- 3. When** - Tell us “when” you need your item(s). Choose to expedite your service, or allow items to be delivered on their regular schedule - either way ReQuestSMWeb will automatically calculate the timeframe of your items' arrival.
- 4. Confirm** - We “confirm” the information you've entered by listing the delivery location, ordered items, and transportation needs. The confirmation will include a unique service request number for use in tracking your order. Once submitted, your online request is transmitted directly to a Recall information center where our specialists are dispatched to fulfill your work order.

Access reports in real-time.

Recall offers the most robust reporting features available in the industry. You can view reports online as well as receive scheduled, monthly reports via e-mail. Some of the key reports available monitor your billing, inventory, account activity, and much more. Start working smarter, not harder by letting ReQuestSMWeb help you manage your company's information inventory.

The Recall difference.

Known worldwide for quality service and reliability, our information management offerings include records management, data protection, and information destruction services. Recall offers the services and solutions that allow companies around the world to manage information in all formats -- physical or digital -- in the most effective, secure environment. No other company in the world has the global reach, superior technology, standard operating procedures, or experience to rival Recall. We operate 165 state-of-the-art, secure information and digital conversion centers. Recall's global standard operating procedures ensure that all services are performed exactly the same every time, everywhere in the world.

RECALL BY THE NUMBERS

- **30+ years of quality service**
- **100% commitment to execute every work order on time and complete -- Perfect Order**
- **185 document management and digital archiving centers around the world.**
- **290 Recall locations worldwide - 5 continents, 23 countries, more than 200 key cities**
- **4,300 employees**
- **78,000 customers**
- **One global IT platform; one set of standard operating procedures; one comprehensive service menu**

It all adds up to taking document and information management to a higher level.

CONTACT US

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