



FileTracker^{IoT}
Tag. Track. Locate.

COMMERCIAL AND GOVERNMENT RECORDS MANAGEMENT

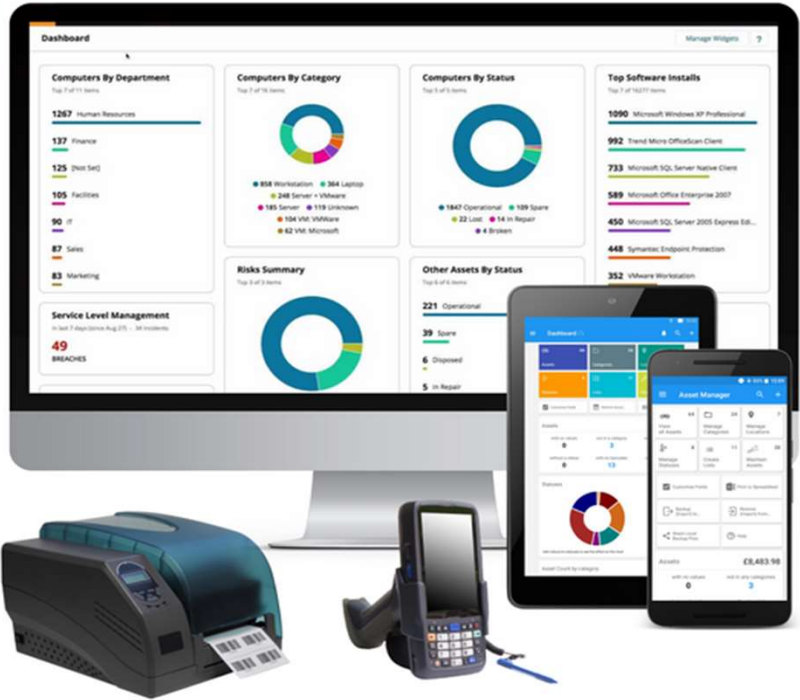


IMPROVE OPERATIONAL EFFICIENCY AND ENHANCE CUSTOMER SERVICE

FILETRACKER SOFTWARE

FileTracker software is designed based on our staff's 35+ years of records management experience, and inputs from government and commercial organizations worldwide, fully developed and ready for delivery.

- Manages the complete life-cycle of documents, folders and archives.
- Classifies records according to legal and compliance regulations, and applies retention values including 'Inactivate', 'Archive' and 'Destroy'.
- Enables Records Management department staff to control all aspects of file activities, including check-in, check-out and file tracing/inventories.
- Enables staff to lookup file locations, request files and notify the records department when files are 'ready for pickup'.
- Comprehensive audit trails from creation through final disposition.
- Unlimited standard and custom reports and forms.



BARCODE TECHNOLOGY

Barcode technology improves the speed and accuracy of records management functions with minimal investment. Barcoding enables rapid and accurate check-in and check-out, inventories of files in storage and tracing of files-in-circulation.

- Barcodes can be placed on documents, files and archives for scan-based processing versus manual data entry processes.
- Each Location is defined in FileTracker and is represented by a barcode, enabling barcodes at each work area to be scanned, and scanning of barcodes on documents, files and archives being delivered or inventoried.
- Mobile scanners and tablets enable file inventories and tracing files-in-circulation so that FileTracker always shows most current file locations.
- Barcoding provides a complete digital records management solution, augmented by the speed and accuracy of barcode scanning.



RFID TECHNOLOGY

RFID technology utilizes radio waves to track and find files, saturating frequently traveled locations with radio waves transmitted by RFID antennas for location tracking and mobile scanners to trace, inventory and find files.

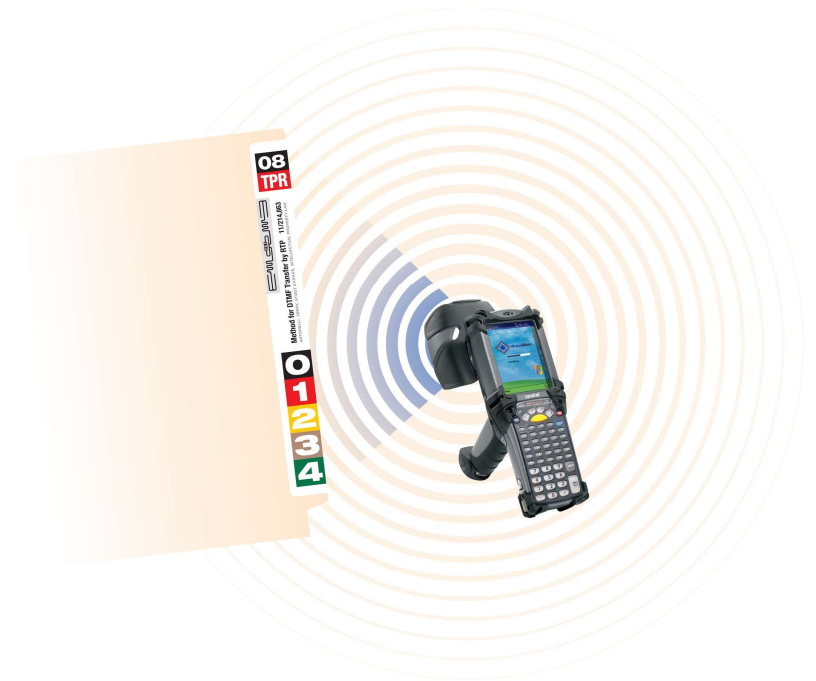
- RFID labels can be placed on documents, files and archives for passive tracking and automation of records management processes.
- USB RFID scanners enabling rapid check-in and check-out of files one-at-a-time or stacks, boxes or carts of files 'all at once'.
- RFID antennas at fileroom doorway(s) automatically track files In or Out, and trigger alarms, lights and alerts if file is unauthorized for removal.
- RFID antennas can be placed along hallways, at elevators and stairwells or at any choke-point for facility-wide real-time file tracking.
- Mobile scanners enable rapid inventories, tracing and quick location of missing files with cold-warm-hot graph and frequency of scanner beeps.



Mobile Computing

FileTracker supports mobile barcode and RFID-barcode scanners that enable pinpoint data regarding the locations of files, so that staff can query the database to accurately determine file locations and to physically locate files.

- Place Location barcodes on shelves and drawers and scan storage locations and files or archives when placed into storage to know exact location.
- Periodically inventory files-in-circulation to keep Location data up-to-date in the software, because after file check-out, files often move from person-to-person or place-to-place and Location data gets stale over time.
- If RFID-tagged documents, files or archives cannot be Located at their Expected Location, enter ID #'s to mobile scanner to rapidly locate needed and missing files. Scanner utilizes frequency of beeps, cold-warm-hot color scale and 0 to 100 numeric index to guide Users to within inches of needed files.
- Periodically perform full system inventories to ensure accountability of all documents, files and archives



EXPERIENCE YOU CAN COUNT ON

The most proven indicator of future success is prior performance.

FileTracker records management experience dates to 1984 with 1,000's of systems successfully implemented for each customer's exacting requirements.

FileTracker has been optimized based on inputs from commercial and government customers worldwide. When you want the best records management solution, choose FileTracker.



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