

**American Specialty**

**COMMERCIAL AND  
GOVERNMENT RECORDS  
MANAGEMENT**

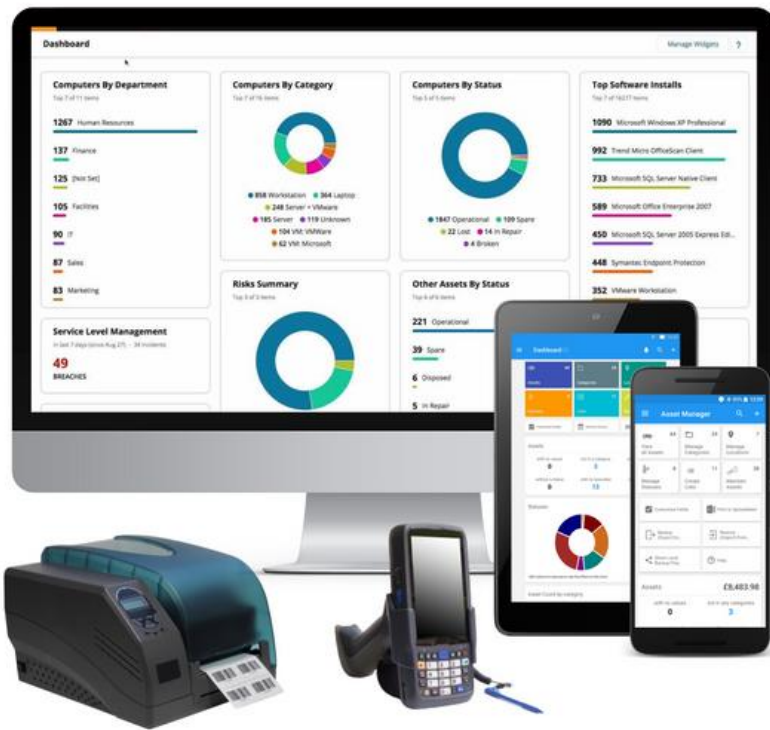


**IMPROVE OPERATIONAL EFFICIENCY AND ENHANCE CUSTOMER SERVICE**

# FILETRACKER<sup>IoT</sup> SOFTWARE

FileTracker<sup>IoT</sup> 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.

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



## 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.

- 01 Barcodes can be placed on documents, files and archives for scan-based processing versus manual processes.
- 02 Each Location is defined in FileTracker<sup>IoT</sup> and is represented by a barcode, enabling documents, files and archives to be scanned and then the Location to which being transferred barcode scanned or selected from drop-down list.
- 03 Mobile scanners and tablets enable file inventories and tracing files-in-circulation so that FileTracker<sup>IoT</sup> always shows most current file locations.
- 04 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 without human effort, saturating choke-points with radio waves for location tracking and mobile scanners to trace, inventory and find files.

- 01 RFID labels can be placed on documents, files and archives for passive tracking and automation of records management processes.
- 02 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'.
- 03 RFID antennas at fileroom doorway(s) automatically track files In or Out, and trigger alarms, lights and alerts if file is unauthorized for removal.
- 04 RFID antennas can be placed along hallways, at elevators and stairwells or at any choke-point for facility-wide real-time file tracking.
- 05 Mobile scanners enable rapid inventories, tracing and rapid location of missing files with cold-warm-hot graph and frequency of scanner beeps.



## ELECTRONIC RECORDS

FileTracker<sup>IoT</sup> includes the ability to attach electronic 'office' documents and scanned documents to document records in the database, and complete electronic folders to records in the database corresponding to file folders.

- 01 Attach and scan specific documents to database records corresponding to physical documents managed by FileTracker<sup>IoT</sup>.
- 02 Attach and scan complete electronic records to database records corresponding to physical files managed by FileTracker<sup>IoT</sup>.
- 03 Seamless management of physical and electronic documents and records.
- 04 Automated workflows to route documents through workflow processes and digital approvals of document disposition.
- 05 Document version control mechanisms ensure that most-current versions of documents are available to staff and that prior versions can be accessed.



# 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 to customers exacting requirements.

FileTracker<sup>IoT</sup> has been optimized based on inputs from commercial and government customers worldwide. When you want the best, choose FileTracker.



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