

American Specialty

# FIND-A-FILE FILE LOCATOR SYSTEM



Rapidly locate needed / missing files so staff can be efficient, operating costs are minimized and customer service is timely and with excellence





## FILETRACKER<sup>IoT</sup> FILE TRACKING SOFTWARE

Most organizations have many databases, such as for personnel, contracts and customers, but often organizations do not have a database of file folders and/or archived records. We offer a complete records management software solution to manage records, import inventory data and to find needed files:

- Database that identifies and keeps track of records from origination through final disposition
- Enables file inventory data to be imported by FileTracker<sup>IoT</sup> so that staff can query the software and determine the exact location of needed files
- Keeps track of the Locations and Status of all files at all times
- Manages retention values including active, inactive, archived, destroyed and permanent, and proactively generates notifications for status changes
- Produces detailed audit trail database records of all records management functions

## INVENTORY FILES-IN-CIRCULATION

Once files are pulled from the filing system and are in the custody of a person or located at a Location within an organization, files move from person-to- person and place-to-place.

- Staff require a spreadsheet or software program that tells them where files are located based on most recent tracking data, which enables staff to immediately and accurately ascertain file locations so that they can perform their job duties quickly and effectively support customers
- Find-a-File includes a drop-down list of Locations (people and places) so that Users can select the Location being inventoried, and, barcodes can be placed on door frames or within offices, to identify the Location that is being inventoried
- It takes less than 30 seconds to inventory files at any in-circulation Location, and file location data loads to a customers existing software or spreadsheet so that staff can rapidly access needed files





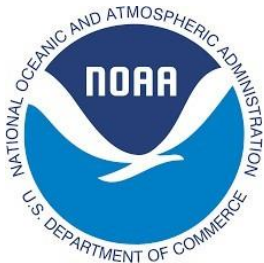
# EXPERIENCE YOU CAN COUNT ON

The most proven indicator of future success is prior performance.

FileTracker<sup>IoT</sup> records management experience dates to 1984 with 1,000's of systems successfully implemented for 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<sup>IoT</sup>.



## CONTACT US:

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## American Specialty



(In Partnership with)

