## **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

www.filetrackingsystemsiot.com



### LOCATING NEEDED FILES

One or more file #'s or names can be entered to the mobile scanner so that staff can look for one or more needed files all at once, and rapidly located needed files.

- All files on the Locate list display on the scanner
- The scanner is taken to offices, the file room and other places that files are located and the scanner is rotated as needed to scan the work area, which generally takes less than 30 seconds per work area
- When a needed file is Located, the scanner beeps and highlights the found record
- Once a needed file is detected, the scanner transform into a detection system, similar to a metal detector or Geiger counter, using cold-warmhot color, frequency of audible beeps and 0 to 100 numeric index to guide Users right to the file

## **FIND-A-FILE SOLUTION**

There are many facets of records management, but when you drill down to what is most important, it is the ability to quickly and dependably access the files that staff need to do their jobs.

- Consulting studies by leading consultancies, like McKinsey, indicate that 4 – 6 weeks a year of staff time can be lost due to looking-for and waiting-for files to be in their hand so that work can be completed and customers are served
- At its core, Find-a-File is a mobile RFID (radio wave) scanner that transmits radio waves 20'+ and enables locating needed files rapidly and dependably
- File origination includes placing a RFID label on each file so that the mobile scanner can locate the needed file.







### FILETRACKERIOT FILE TRACKING SOFTWARE

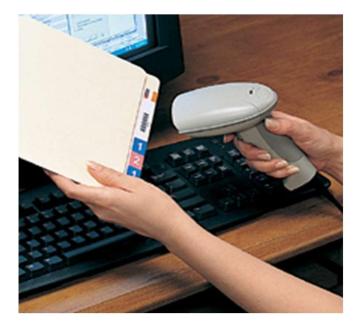
Most organizations have many databases, such as for personnel, contracts and customers, but often organizations do not have a database of file folders and/or archived records. We offer a complete records management software solution to manage records, import inventory data and to find needed files:

- Database that identifies and keeps track of records from origination through final disposition
- Enables file inventory data to be imported by FileTracker<sup>10T</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 incirculation 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>10T</sup> records management experience dates to 1984 with 1,000's of systems successfully implemented for customers exacting requirements.

FileTracker<sup>10T</sup> has been optimized based on inputs from commercial and government customers worldwide.

When you want the best, choose FileTracker<sup>10T</sup>.















## CONTACT US:

American Specialty 905 W Evans St Florence, SC 29501

#### www.americanspecialty.biz

800-466-9561

## American Specialty



#### (In Partnership with)

