



MASTERTRAK PLUS :: RECORD TRACKING SOLUTION

MasterTrak Plus is Colorflex's automated Records Management and Document Imaging Software system solution. MasterTrak Plus uses Barcodes and/or Radio Frequency ID (RFID) tags to track the movement of the files and records. Fast and efficient access to the information is provided via its database, which can be custom configured to the client's requirements.

THE PROBLEM

Industry studies estimate that a typical business regularly spends over 500 hours annually looking for and locating missing files. Files are taken from the File room or Records department and not returned or checked back-in. Sometimes files are simply lost in the clutter on someone's desk. Whatever the reasons are, hard to find files cost businesses a great deal of time and money. Eliminate the time consuming, frustrating work of managing and tracking files with MasterTrak Plus. This cost effective solution offers a fast and accurate way to manage records and documents.

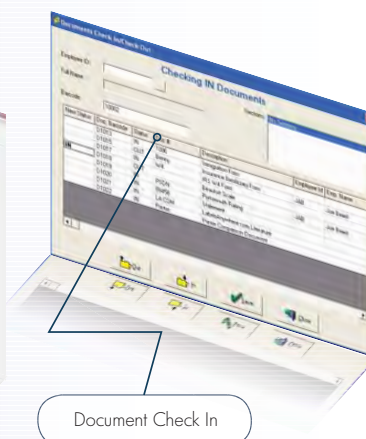


THE SOLUTION

MasterTrak Plus is easily implemented into any records area. If an existing database is available, the information can be imported into MasterTrak Plus. If MasterTrak Plus is replacing a manual system, the record can be entered when the file is either checked In or Out. No more manual entry of out cards. MasterTrak Plus can also print barcode labels. With barcode labels, the records can be scanned In and Out, making reports available in seconds instead of minutes and records located instantly.

Files and records are checked In and Out with more ease and efficiency with MasterTrak Plus, by using the barcode scanner and simply scanning each record In or Out. Files and records can be documented and moved In and Out of filing areas in seconds instead of minutes. MasterTrak Plus will keep track of which files are In and which files are Out, along with where the file is presently located.

MasterTrak Plus saves time when checking the location of a file. When a file is needed, a simple check of the database for its present status instead of manually looking on the shelf for the file, or looking through a card index system to see who has it, is much more efficient.



FEATURES AND CAPABILITIES

UNIVERSAL DATA CONVERTER AND DATA IMPORT

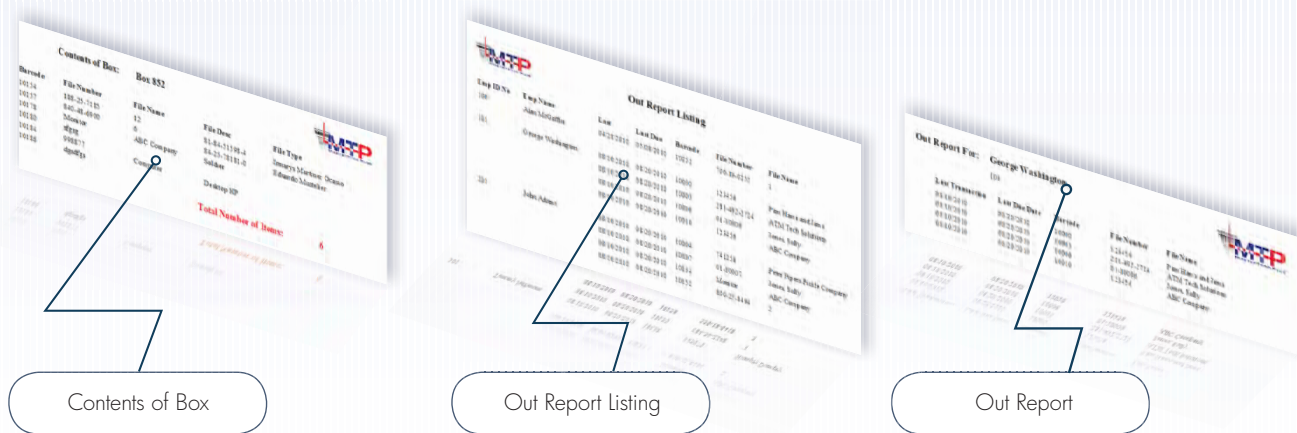
If your file information is in another software system, MasterTrak Plus can import it. MasterTrak Plus reads the imported data, then allows you to click on the fields you wish to import, and finally drag the data to the desired field position. While the data is being imported, MasterTrak Plus can add additional data to designated fields and generate a sequentially numbered barcode.

CUSTOM FIELD NAMING

MasterTrak Plus is very flexible. Each field title can be changed to suit your specific needs. Whether the records are load files, case numbers, book numbers, mortgage records or any other type of item, the system will adapt to your operations.

CUSTOM REPORT WRITER

MasterTrak Plus makes report generation lightning fast. With the Custom Report Writer, MasterTrak Plus can produce multiple reports by choosing which fields are in the report, what sort order to use and how wide each report column needs to be. The flexibility of the Report Writer is virtually endless. Such things as different fonts, totals, report headers, and special notes for the report are simple for MasterTrak Plus.



HISTORY REPORTING

MasterTrak Plus keeps a complete transaction history. MasterTrak Plus can produce reports showing who had a particular file, and even how long they had it. MasterTrak Plus can also report who currently has which files. MasterTrak Plus will provide a complete narrative of all activity associated with a file or employee.

FILE REQUEST SLIPS

MasterTrak Plus allows a request slip to print in your file room. Any time anyone wants a file, they simply pull up MasterTrak Plus, find the record and hit the request button. If the record is in the file room, a request will automatically be printed in the file room. If the file is out to someone else, the moment the file is returned to the file room, a pending request notice is generated.

RECORDS RETENTION SCHEDULER

MasterTrak Plus has a built in Retention Scheduler. By using this feature, MasterTrak Plus allows the creation of individual retention schedules for purging of records or the destruction of boxes. Simply run a report with the dates needed and a list will be generated. The report can be printed in any order including terminal digit. MasterTrak Plus can use a portable barcode scanner to update the box information; location of the item, and even if the item was destroyed. The box information can also be updated via the Check In/Check Out screen of MasterTrak Plus.

RFID INTEGRATION

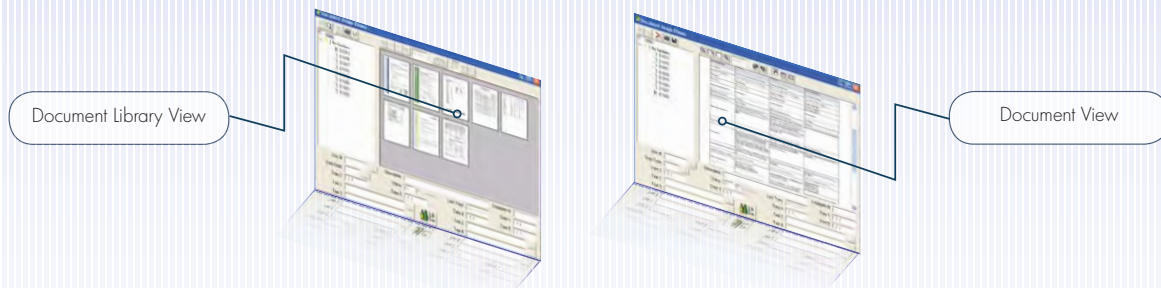
RFID is fully integrated within MasterTrak Plus allowing users to Read and Write Gen 2 RFID labels within their folders. With RFID, users can check multiple records in or out simultaneously. Physical inventories are simplified because desks and work areas can be swept from a distance of two to three feet. All of the labels in those areas are read without physically having to see them, such as in stacks or under other documents.

SECURITY

Also included within MasterTrak Plus is a comprehensive security system using ID and password for SQL or Network Authentication, along with user groups customised to individual's requirements.

DOCUMENT IMAGING & TRACKING

MasterTrak Plus comes with Easy*Image, a document imaging module allowing users to view the contents of a file without having to pull the actual file. The images can be viewed either from a PC or via the internet using MasterTrak Plus Web. MasterTrak Plus will automatically index the contents to the record. Simply find the record, place the contents from the file on a scanner and hit the Scan button. If you have sections within the file, MasterTrak Plus will allow the images to be scanned to a section. MasterTrak Plus can also track documents. Documents within the folder can be listed, tracked In or Out and if it is completed.



ADDITIONAL TRACKING FUNCTIONALITY

ENHANCED BOX STORAGE ALLOCATION

Warehouse or shelf locations can be setup quickly by entering the Row, Section, Shelf and Positions along with how many of each. MasterTrak Plus will build the database of available locations. When a box is placed on the shelf, it is scanned and updated in the MasterTrak Plus database, via the portable barcode reader. It can also be updated via the Check In screen. The Space Availability report, checks which locations have been assigned and prints only the available locations.

ELECTRONIC VERTICAL CAROUSEL INTERFACE

From the MasterTrak Plus screen, an individual record can be tagged and buffered to the carousel. When the list of records have all been tagged, the user simply presses the buffer button on the electronic carousel, and the shelf moves to the designated position. The process can be reversed for refilling records into the carousel.

PRINT FUNCTIONALITY

BARCODE LABEL DESIGN AND PRINTING

MasterTrak Plus can print a wide variety of record labels. You can design your own labels with the information needed to fit your own method of filing. Sizes from 1.5" x 2.5" to 1.5" x 8" come as standard, and can easily be printed with MasterTrak Plus and a label printer or a Windows® compatible printer. These labels provide all the black and white text, and graphic printing needed for your files.

TRACK AT THE SPEED OF THE INTERNET

Manage your files via the web with MasterTrak Plus Web:

Convenient Setup

Instead of installing MasterTrak Plus on every workstation, users can access the application's main database through a web browser. So setup is simple and fast.

Remote Access

MasterTrak Plus Web knows the location of your records in the database. You can search for a file's record information from any location with online access, just the way you would on a desktop.

Anytime Viewing

Use your Web browser to view file record information and related documents anywhere, anytime – not just during office hours – as long as your server is up and running.

Request Documents

Use your Web browser to remotely send request slips to your file room's printer. The request slip identifies the requester's name and user ID and includes instructions made in the comment field. The process is simple, accurate and fast.

Security

Access to your company's server and main database is secured with the User ID and password, your company firewall and MasterTrak Plus Web security features.

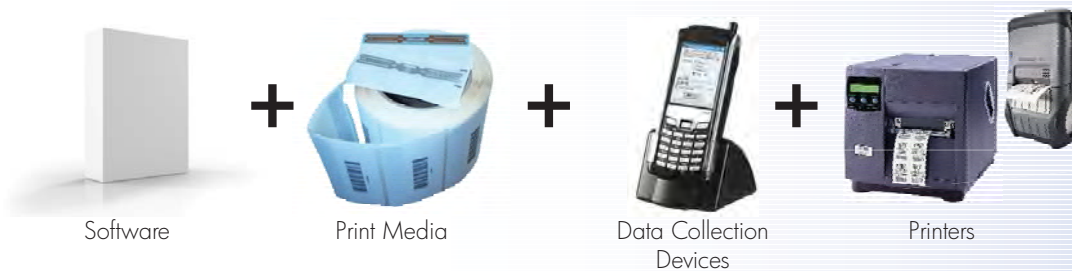
Reduced Maintenance Time

The single installation of MasterTrak Plus Web software simplifies maintenance and updates by reducing the number of installs required.

STANDARD FEATURES LIST

- Wide Area Network compatibility
- SQL or SQL Express
- Import/Export feature
- Imaging
- History feature on Main Database Screen or via Reports
- Custom Report Writer
- Security uses either NT or Database Authentication
- Uses several portable barcode readers for easy inventories
- Built in retention Scheduler
- Track both Active and Inactive records
- Documents can be tracked individually
- Built in Records requestor - either by Batch or Live
- Fields can be customised and made mandatory
- Cross Reference feature standard
- CFR11 module available
- Interfaces with several Electronic Carousels
- Automatically produces Overdue Report
- Can be linked to other databases through ODBC
- Data can be restricted by Department allowing multiple departments to use one database

The System Components - A Total Solution!



Additionally ALL

- System Planning
- System Integration
- System Implementation
- System Support



MasterTrak Plus Versions

All versions are easily upgradeable, and additional seats may be purchased:

- MasterTrak Plus - 1 to 5 users - Unlimited number of records
- MasterTrak Plus LE25 - Single User - All features of program activated, limited to 25K active records
- MasterTrak Plus LE10 - Single User - All features of program activated, limited to 10K active records
- MasterTrak Plus PO - Professional Office Version - Single User - no limit on records but has limited functionality
- MasterTrak Plus Web - Allows users to access the Main Database, request files and view images via the internet



For more information and a complete demonstration of this product, call or email us today!

EDP Europe Limited
 43 Redhills Road, South Woodham Ferrers
 Essex CM3 5UL
 Tel: +44 (0)1245 322380
 Fax: +44 (0)1245 323484
 colorflex@edpeurope.com
 www.edpeurope.com