



MASTERTRAK PLUS...

MasterTrak Plus is a Records Management & Document Imaging Software system which uses Barcodes or Radio Frequency ID (RFID) tags to track the movement of **RECORDS**, **ASSETS** or just about anything else.

With the clock always ticking, timely access to the information within your records is crucial and each minute spent searching for lost records is time lost and money wasted.

When MasterTrak Plus is installed, there are no more lost records and printing status reports is a breeze. When you choose MasterTrak Plus to help run your File Room, you will immediately increase your human resource efficiency, increase the productivity of your department, and decrease the number of lost records.

With MasterTrak Plus, you can eliminate the time consuming, labour intensive task of manually tracking your records, providing your company with the information they need in a timely manner. Performing physical inventories of files around the office is quick and easy using the portable barcode reader.

MasterTrak Plus tracks documents inside the folder and also scans the documents as **IMAGES** for viewing from a PC workstation or via the web.

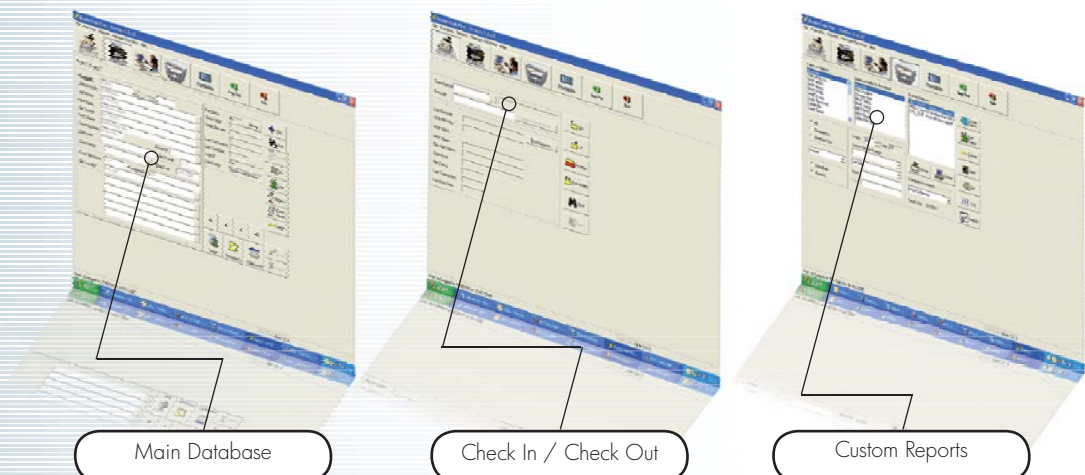
A **CENTRAL DATABASE**, supported by MSDE, SQL or Oracle, provides for Enterprise Wide access to information for both large and small organisations.

Barcode Technology is also a cost effective, fast and accurate way to enter data. When using MasterTrak Plus, each folder has a unique barcode label and when the folder is **CHECKED OUT** or **IN**, the Barcode is scanned. If **OUT**, MasterTrak Plus keeps track of who has it and when it is due back.

MASTERTRAK PLUS MANAGES YOUR RECORDS FROM START TO FINISH.

To start, MasterTrak Plus can print either Black and White labels or prepare data to be printed on **COLOUR-CODED** file folders via Intaglio or LabelsAnywhere. With its custom Black and White Label Designer, labels can be designed to fit your own needs, whether for boxes or shelves.

Next, MasterTrak Plus can track the movements of a folder throughout its Active life. If desired, Documents can be scanned for easy viewing from a desktop without having to request the actual file. If the originals are required, records can be requested through MasterTrak Plus and a **REQUEST SLIP** will automatically print in the File Room.



Finally, when it is time to **ARCHIVE** files, records can be scanned to boxes for inventory. If a folder is needed which has been archived, MasterTrak Plus knows which box it was stored in and where it is located.

MASTERTRAK PLUS VERSIONS

- MasterTrak Plus:** 1 to 5 Users - Unlimited number of records.
- MasterTrak Plus LE25:** Single User - Limited to 25,000 active records, but with all features activated.
- MasterTrak Plus LE10:** Single User - Limited to 10,000 active records, but with all features activated.
- MasterTrak Plus Web:** Allows users to access the Main Database, request files, and view images via the internet.

STANDARD FEATURES OF MASTERTRAK PLUS:

- Wide Area Network compatible.
- SQL or Oracle compatible or MSDE.
- Universal Data Importer / Exporter - import and organise existing data with ease.
- Black & White Custom Label Designer - design and print your own room labels, box labels and more.
- Colour Label Printing - data formatting for use with Intaglio or LabelsAnywhere.
- Easy*Image Document Imaging Module - scan, find, view and print documents individually or all at once, directly from your PC.
- History feature on Main Database Screen or via Reports.
- Custom Report Writer - easily organise and output data based on a variety of customisable criteria.
- Security uses either NT Authentication or Database Authentication.
- Uses several portable barcode readers for easy inventories.
- Built-in Retention Scheduler.
- Track both Active and Inactive Records / Boxes.
- 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.
- CFR 11 module available - allows MasterTrak Plus to keep a complete audit trail, such as how it was entered into the system, who did the editing and who archived or deleted the record. This is as per the government requirement for Bio-Pharmaceutical (Human and Veterinary), Personal Care products, Medical Devices and Food & Beverage industries.
- Interfaces with several Electronic Carousels.
- Automatically produces an Overdue Report.
- Can be linked to other databases through ODBC.
- Data can be restricted by Department, allowing multiple departments to use one database.



Arpora House - Spaldwick - Cambridgeshire - PE28 0UH

Tel: +44 (0)1480 896778
E-mail: sales@1st4storage.co.uk
Website: www.1st4storage.co.uk