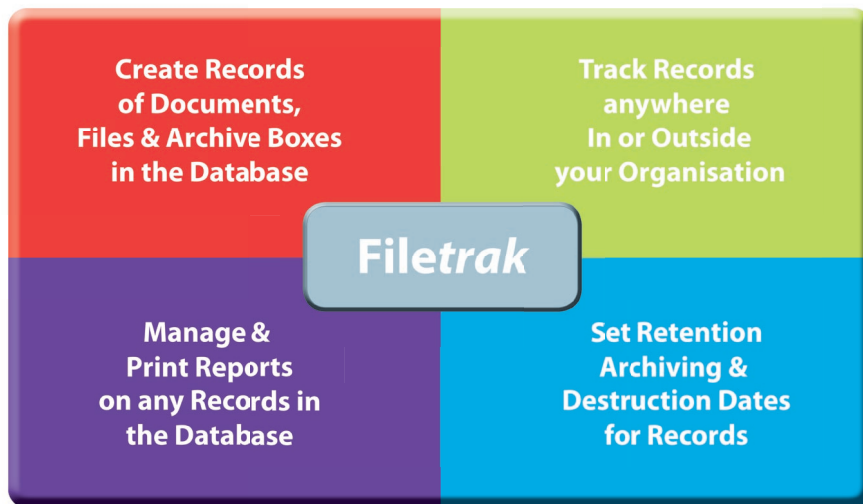




# Filetrak

ELECTRONIC DOCUMENT RECORD MANAGEMENT SOFTWARE



**Manage files, documents, archival boxes & selected electronic documents throughout the information lifecycle with Filetrak from Codafire**

## Improve organisational efficiency and effectiveness

Every organisation needs to organize, manage and access information that is critical to the operations. Staff need to access information quickly, while at the same time deal with continually increasing and complex information environments. This is especially challenging with the need to manage both paper and electronic documents.

Additionally, organisations are facing an environment with growing requirements for meeting legislative and regulatory standards; and risk mitigation. These demand implementing and following a comprehensive records management policy throughout the organisation, that helps classify, control, track and access relevant records quickly.

Filetrak records management software from Codafile can help you deal with the increasing complexities in the records management area. Filetrak delivers a scalable and cost effective solution to improve efficiency and effectiveness in records keeping. Filetrak provides a comprehensive records keeping solution for capturing, classifying, tracking, scheduling and managing records.

Importantly, implementing Filetrak, unlike many other EDRM solutions, offers faster ROI to businesses. Concurrent licensing structure, simplicity of usage and presence of "only essential" EDRM components, enables easy adoption and a cost effective solution in a single user or in enterprise wide deployment environment.

### Some Key Features of Filetrak

- Database management
- Enquires – Query wizards
- Classification system - customisable
- Report Wizards
- Bar code tracking
- Selective electronic document management (MS Word®, MS Excel® and PDF) function
- Selective email management (MS Outlook®) function
- OCR module – Manage scanned documents
- Bar code tracking
- Colour coded side tab label printing – Codaprint
- Filecover label printing
- Security/ Access level function
- Storage box management
- Look and book module

**Filetrak users are supported by Codafile's Technology Helpdesk and can participate in comprehensive user / administrator training programs**

## Key Benefits to organisation

### ■ Facilitation to meet organisational standards / accreditation

Firms can move towards ISO 15489 standards. Enables records classification and application of records policy and processes

### ■ Improvement in risk mitigation/ management practice

Reduce loss of records, improve data integrity and control. Use Filetrak to conduct records audit. Also use Filetrak to assign different security levels/access rights to staff or departments

### ■ Safeguarding organisational knowledge. Improve information security and control.

Filetrak helps in managing the inventory of critical, valuable and important business documents / files / archival boxes. Assign selective security access levels. Also helps you automate archiving and destruction. Conduct records audit quickly

### ■ Potential to reduce operational costs / maximizing returns on floor space utilization

Significant benefits can be derived by using Filetrak's bar coding, colour labelling, tracking and archiving functions. Use Filetrak for faster records retrieval, and for managing retention / destruction schedule of records. Use Filetrak to cull unwanted records periodically and save on costs/ storage space.

### ■ Improving efficiency and effectiveness of records administration / organisational processes

Use Filetrak to manage selected electronic documents as well as physical records. Save selected emails from MS Outlook to SQL database. OCR module to manage scanned documents. Apply consistent / automatically associate consistent records policies to documents or files. Manage files, documents and archival boxes throughout the information lifecycle

### ■ Improved internal / external customer service and integrity of operations

Use Filetrak to optimize and leverage organisational knowledge. Reduce loss of business records. Improve access to information and quality of operations. Reduce risk and improve operational cost efficiency.

## Key Benefits to staff

### ■ Improvement in administrative efficiency and effectiveness

Filetrak can help track files, documents and archive boxes. Use the Codaprint function to print colour coded labels and bar codes. Use the classification system and search function. Facilitates lateral records keeping

### ■ Quicker and convenient access to records

Use the tracking function. Allows look and book facility. Print various records management reports. Manage onsite records as well as offsite storage. Manage selected electronic records and emails. Use OCR module to index scanned documents

### ■ Evidence based decision making

Reduce loss of records. Promptly track onsite and offsite records and quickly search existing database

## System Requirements

### Client Platforms:

Microsoft Windows Vista®  
Microsoft Windows XP®

### Server Platforms:

Microsoft SQL Server 2005®  
Microsoft SQL Server 2005® Express  
Microsoft SQL Server 2000®

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