

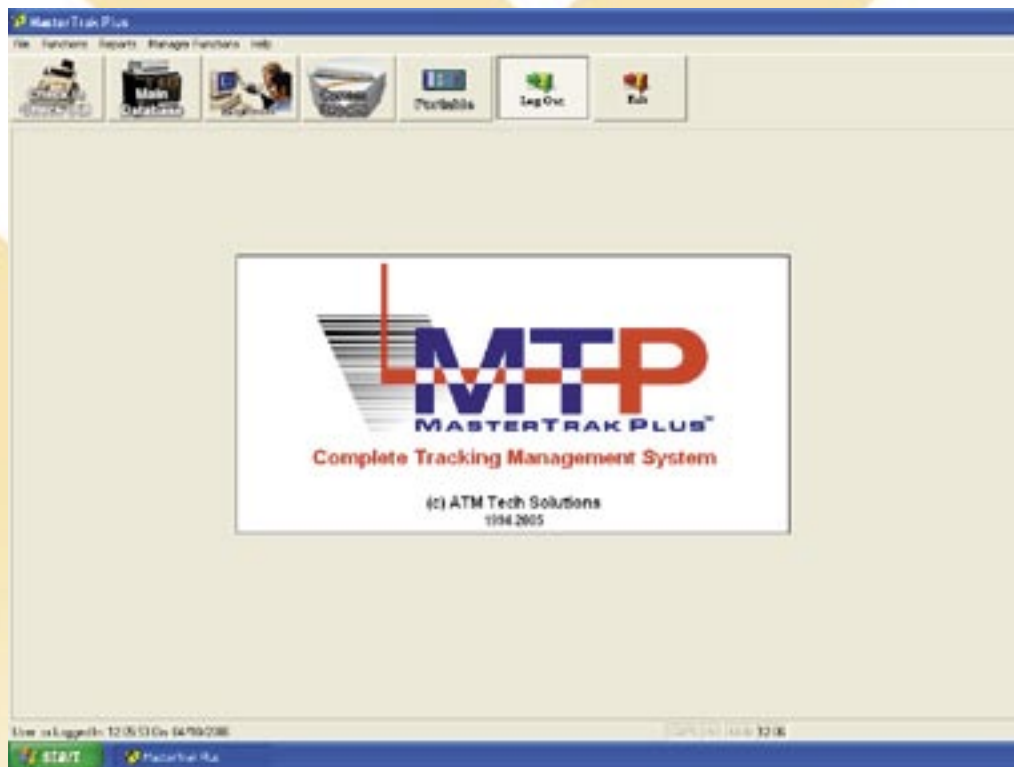
# MasterTrak Plus

Records Management Software



## How Much Will it Cost Your Company if You Lose a File Record?

In Today's business environment successful companies are dependant on information. Moving into the 21st Century we are witnessing that the 90's dream of a paperless office has proved to be an elusive reality. Digital Document systems potentially provide a key to Tomorrow's much vaunted paperless office — but at a price. However, the use of paper in the office environment is still on the increase and makes efficient document management more important. The harder it becomes to find filed information the more questions have to be asked over the security and integrity of the company's filing system, particularly when records are lost. With over 90% of all records being paper based, the use of paper is here to stay for a very long time. Industry studies estimate that in the average company over 500 business hours are lost each year just searching for files. To allow companies to have records in the right place and at the right time, EDP Europe's Colorflex Division, in association with ATM Tech Solutions has the solution — **MasterTrak Plus**.



## What is MasterTrak Plus?

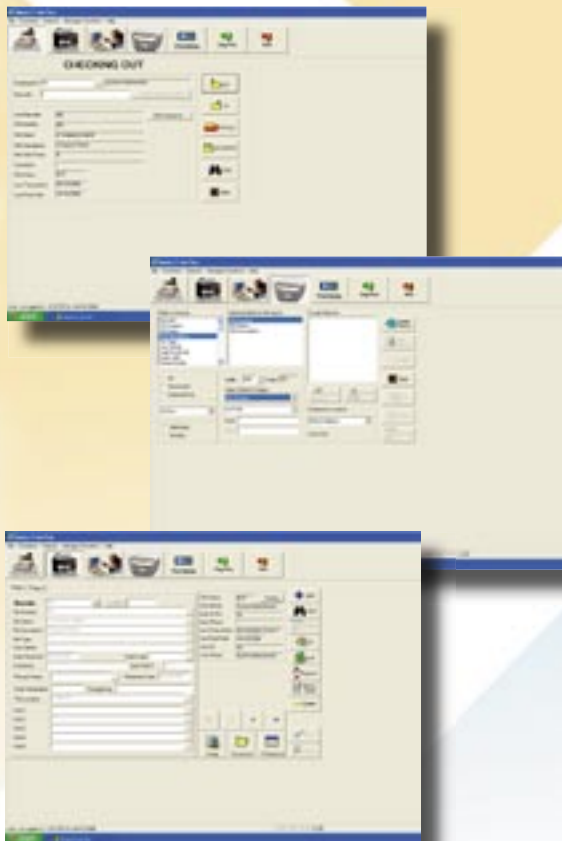
MasterTrak Plus is a powerful 32 bit client / server Records Management Tracking Software System designed to give Central Records Libraries better control over their file movements and inventory. Using barcodes for data capture, files are checked in and out easily with MasterTrak Plus, therefore providing you with up-to-date status on all your active and inactive records. Users can request files, search through data, or produce reports from their PC desktop via their Local or Wide Area Network. MasterTrak Plus allows you to eliminate the time-consuming task of managing your records. Find what you need, when you need it — so saving you time and money. Life is made even easier when MasterTrak Plus is used in conjunction with its Easy\*Image and RFTrak modules. Easy\*Image, which comes installed with MasterTrak Plus, allows the assigning of imaged documents against a file folder's record, whilst the optional RFTrak module utilises the latest Radio Frequency Identification (RFID) Technology to enable tracking and inventory of file folders to be taken to a higher level.

## How Does MasterTrak Plus Work?

MasterTrak Plus is a user friendly, Windows® based software package that has been designed to manage, search for, and add records or assets to large file libraries. It works with existing client-server databases such as Oracle, Sybase, SQL 7.0, or 2000 databases or can create its own database. MasterTrak Plus is supplied with Microsoft MSDE, for those who wish to have the benefit of a client / server application but do not have Sybase or SQL 7. Each record in the file library is given a unique identity. This can be in the form of a barcode label affixed to each file. MasterTrak Plus then uses this to track the movements of the file as it is checked in and out of the filing library. As each movement is recorded, it is possible to trace who had the file last and, if a file is required that is currently out of the library, a request can be made for the file to be 'passed on' on its return. MasterTrak Plus can also interface with automated carousels such as Kardex Lektriever® or Datastack®. What's more, because not everyone's filing needs are the same, MasterTrak Plus is custom configurable to meet individual customer needs.

## MasterTrak Plus Features at a Glance:

- Faster Check In / Out.
- Multi-level Security.
- Custom Report Writer.
- Request Printing.
- Seamless Interface to Colour Label Printing Systems.
- Customisable Field Titles.
- Record Retention.
- Import / Export capabilities.
- Ability to Receive Downloaded Data From a Range of Portable Scanner Units.
- Unlimited Active or Inactive Records.



## MasterTrak Plus System Requirements:

- Pentium 300Mhz PC
- 10Mb Hard drive space for installation
- 32Mb RAM, 64Mb or more recommended
- The SQL Database required to run in conjunction with MasterTrak Plus needs to be setup on the server. 1Mb of disk space will store 1,000 records. For Example 30,000 records needs 30Mb of disk space.
- Windows® 95, 98, ME, NT, 2000 or XP
- Mouse
- RS232 Ports for linking portable units and / or linking to Kardex carousels



## EDP Europe Limited

43 Redhills Road  
South Woodham Ferrers  
Essex CM3 5UL

Tel: +44 (0)1245 322380

Fax: +44 (0)1245 322380

E-mail: [colorflex@edpeurope.com](mailto:colorflex@edpeurope.com)

Web: [www.colorflexeurope.com](http://www.colorflexeurope.com)