



MASTERTRAK :: 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 movement of the files and records and provides efficient and timely access to the information in a custom configuration database format.

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. MasterTrak Plus is a cost effective, fast and accurate way to manage records and documents.

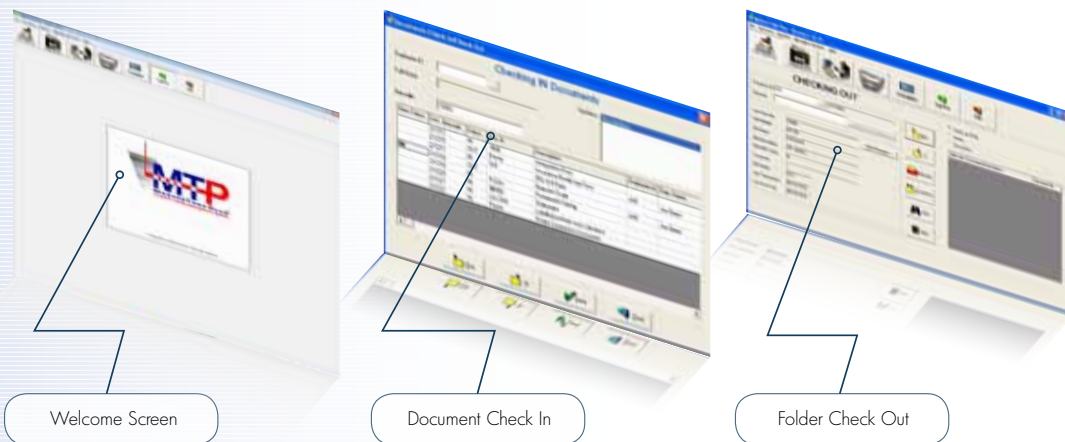


THE SOLUTION

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

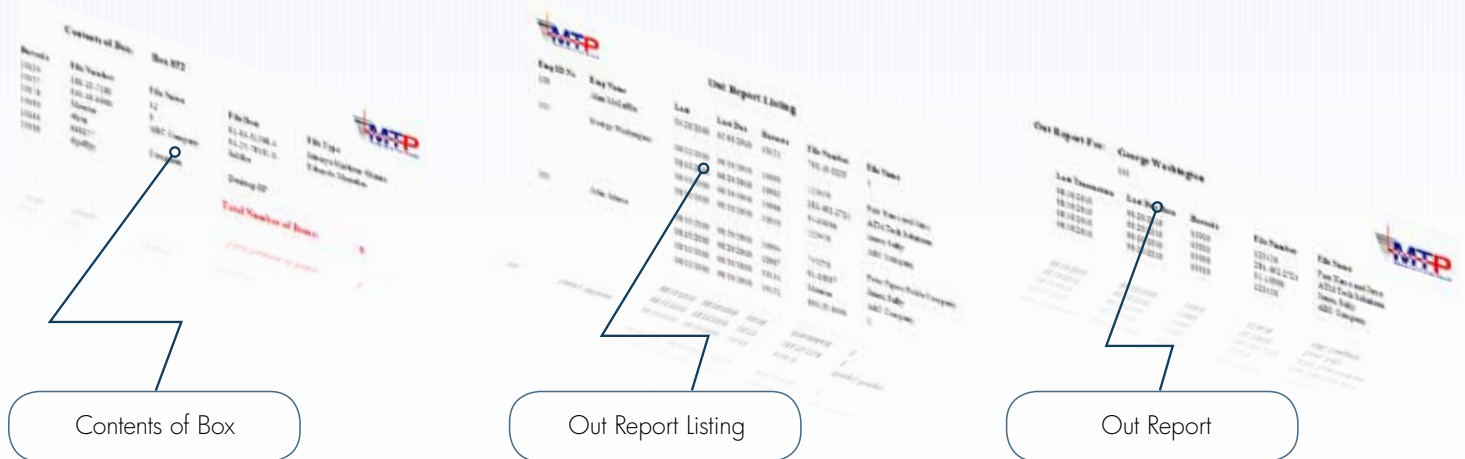
If your file information is in another software system, MASTERTRAK PLUS can import it. MASTERTRAK PLUS reads the imported data and allows you to click on the fields you wish to import and drag the data to the desired field position. While the data is being imported, MASTERTRAK PLUS can add additional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

CUSTOM FIELD NAMING

MASTERTRAK PLUS is very flexible. Each field can be changed to fit your specific needs including titles. 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, which 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.

DOCUMENT TRACKING

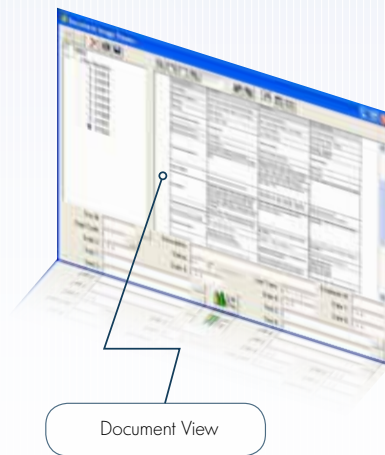
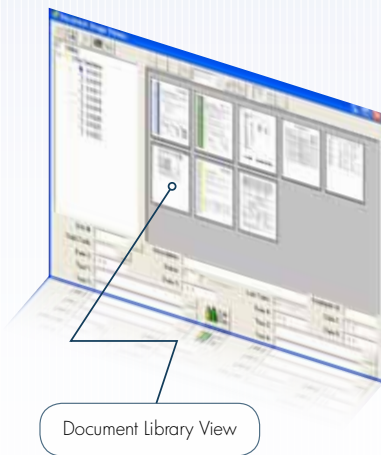
MASTERTRAK PLUS can also track documents. Documents within the folder can be listed and tracked IN or OUT and if it is completed. Documents can also be scanned and viewed at your desktop with the Easy Image module.

SECURITY

Also included with MASTERTRAK PLUS is a comprehensive security system using ID and password for SQL or Network Authentication.

DOCUMENT IMAGING

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. 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.



ADDITIONAL TRACKING FUNCTIONALITY

ENHANCED BOX STORAGE ALLOCATION

Warehouse or shelf locations can be setup quickly by entering the Row, Section, Shelf and Positions and 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. The space available 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 in the carousel. When the list of records has all been tagged, the user simply presses the move 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 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.

COLOR CODED LABELS

MASTERTRAK PLUS now ships standard on color label format with the software. ATM can either match your existing format or create a new one. An advantage of using a color coded label is misfiles are found easily.

STANDARD FEATURES LIST

- Wide Area Network compatibility
- SQL or Oracle compatible or MSDE
- Import/Export feature
- Color label printing
- 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/boxes
- Documents can be tracked individually
- Images of documents can be viewed over the internet
- Built in Records requestor - either by Batch or Live
- Fields can be customized and made mandatory
- Cross Reference feature standard
- CFR11 module available
- Interfaces with several Electronic Carousels
- Automatically produces Over Due 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 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 Web - Allows users to access the Main Database, request files and view images via internet