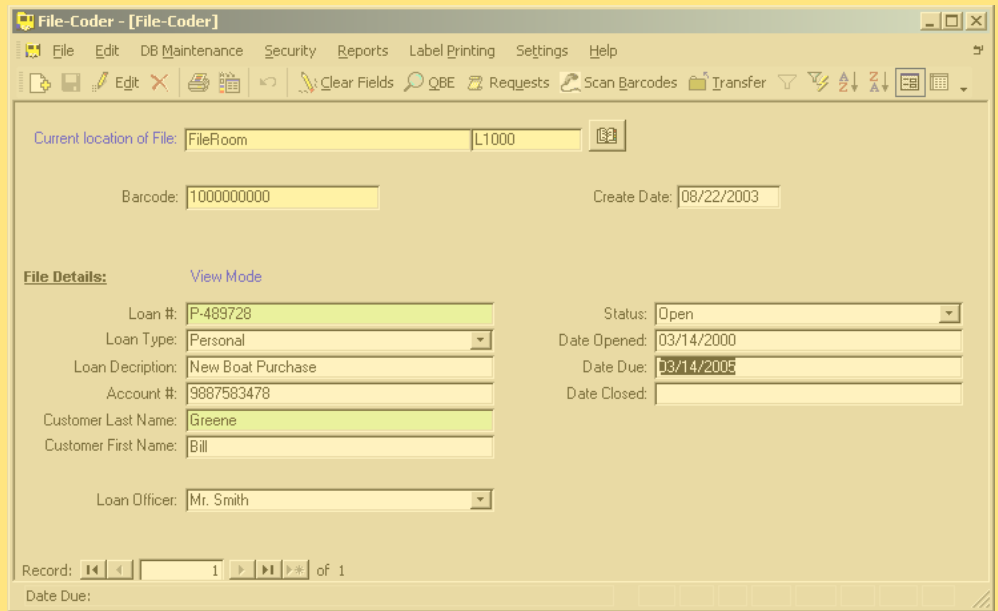


FILE-CODER™

Tracking And Managing Your Files Has Never Been This Easy And Affordable.

- ☑ Easy to install, "Plug & Play".
- ☑ Easily configured to your exact needs.
- ☑ Quickly locate any file.
- ☑ Easy to read main form.
- ☑ Uses barcode technology to ID files.
- ☑ Includes barcode scanner.
- ☑ Print barcode labels on-demand.
- ☑ Simple color label printing integration.
- ☑ Increases productivity
- ☑ Lowers the cost of managing records.

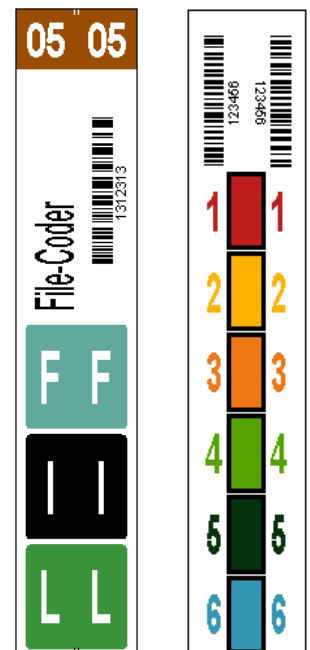


Standard Features of File-Coder

- An indexed database of all your files.
- Complete search capabilities on all application defined fields. (QBE - Query By Example)
- Up to 24 user-definable fields and captions.
- Tracks your files wherever they go using barcode technology.
- Current location of file is always shown on the main screen.
- Easy to use interface showing all details of the current record.
- Complete history of where a record has been at the click of a button.
- Comprehensive reports to help you manage your files.
- Simple setup for using 3rd party color-coding software. ◀ Works great with Code-A- Print, Intaglio®, ColorBar® and many other color printing systems.*
- Single or multiple user setups.
- Configurable user permissions and passwords.
- Import and export data.
- And more...



Barcode technology allows quick error free data entry and transferring of files.



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Records Management Overview

The needs of records management are many with the most common requirements including the following capabilities:

- Utilize bar-coding to improve the speed and accuracy of records management throughout it's lifecycle
- Design and print barcode labels for folders, locations and individuals
- Quickly and accurately transfer items using attached and portable barcode scanners
- Produce audit and other reports vital to decision making and productivity
- Manage and report on the complete lifecycle of the record from creation all the way to archiving and destruction
- Produce standard and user defined reports for both internal management and external auditing purposes

There are many benefits to a File-Coder records management solution, including the following:

- A very quick return on investment (ROI) upon implementation.
- Easy location assignment, location transfer and Physical Inventory Management.
- Record disposition, Purging and Audit Reports by any criteria desired, whenever desired, with the click of a mouse
- Easy check in and out of records and inventory reports
- More than doubling the productivity rate of handling and managing records manually
- Decreased Liability and Exposure due to lost or missing records.

File-Coder will provide you with the means to create a real time searchable database of your records. It will provide an on-going history of your file activity and build a base for the future that can be migrated as your needs require.

Features & Functionality of File-Coder

Desk Top Client

The desktop client is a full-featured windows application that is intended for the Administrative Manager and/or Records Clerk. It provides master data maintenance, record creation, record transfer, reporting, security maintenance and application configuration features. Since the desktop client is a full-featured management application, it can also be used by end-users to read, edit, and request data, based on security permissions determined and set up by the internal administrator.

Standard Features

- Master data maintenance
- Record maintenance
- Query by example, wildcard, date and location
- Current location of file/record is shown prominently at the top of the main form
- Record Request
- Standard Reports and User definable reports
- Barcode printing and tracking
- Data Import/Export
- Security
- Transfer
- Audit

Bar code Label Printing Technology

Barcode technology is one of the distinctive features of File-Coder. Using a barcode will dramatically decrease the time it takes to retrieve a record from the database and to record the transfer of that item to any location, whether to a person, to a new storage location, to disposal, or to off-site storage. It is faster and more accurate than any other form of tracking. It gives you the absolute surety of knowing that a file folder/record is exactly where your database says it is. File-Coder provides the user the ability to print bar code labels with text. Bar codes can be auto-generated with unique identifiers or they can be defined identifiers such as ID number, record type, date, name, or status. Labels are designed to match standard Avery label types

Data Entry Functionality

File-Coder is designed to make data entry of your records as simple as possible by using a combination of input fields that are easily tailored to meet your unique needs (no custom programming required). Typical fields include name, address account numbers, dates, etc. to help identify your file or record. Data entry is simplified by allowing selection from pre-populated lookup fields. Data integrity can be maintained through formatted text fields that require data to be entered in a structured format such as a date or a social security or phone number.

Data Input field Flexibility

Input fields in the File-Coder system can be added, deleted or modified to fit the type of data that you wish to capture. These fields can be positioned in any tab order so that the data entry order follows the fields from existing pre-printed forms. File-Coder will allow up to 24 configurable fields in addition to the standard barcode, location and creation date fields.

Data Import and Export

In some cases, data from other sources may be available to import directly into the system, reducing the amount of manual entry to be accomplished. File-Coder comes with a fully configurable import utility that can map data fields from any ASCII comma delimited data file.

Audit Trail

Knowing where a folder is, or even where it has been can be a very valuable tool for determining work flow or maintaining records of confidentiality. File-Coder makes this an automatic process. The audit trail records when an item was checked in and then it tracks when it is transferred. The Audit Trail is an unalterable record of each transaction of an item as it is transferred from one location to another.

Reporting

File-Coder comes with five standard reports allowing users to create a number of variations. These reports are designed for the day-to-day management of your records.

Standard reports include:

- File Activity Report
- Inventory Report
- Files By Location Report
- Location Report
- Request List Report

File-Coder also allows the user to create custom reports. Any fields can be included in the reports. File-Coder has the added feature of first presenting data in a data sheet view which can then be filtered or further queried to provide the exact data you need.

Color Print Integration

File-Coder allows for the seamless integration with color coded label printing software. File-Coder can easily map your label design and database to most printing platforms. Color-coded labels can then be printed one at a time or in batches directly from File-Coder. If you don't have a color coding system we would be happy to recommend or provide one for you.