

TAB FILING SYSTEMS

FILE MANAGEMENT SOLUTIONS



Access to Files is Access to Knowledge

Lost files. Document duplication. Hoarded files. Internal information that is difficult to find. These problems slow response to customers, increase your operating expenses and create unnecessary barriers for your employees.

For the past six (6) years, TAB's FileTracker Solutions has helped organizations like yours to better organize their files and documents. Quicker access to information can help your company to:

- Increase operational efficiencies
- Facilitate compliance with legislation and regulations
- Reduce operating costs
- Improve customer satisfaction

TAB's FileTracker Family of File Tracking and Management softwares; FileTracker Standard, FileTracker PRO, TAB's RMS Solution and TAB's Enterprise Solution, track records and files throughout your entire organization.

*FileTracker Standard has varying degrees of this functionality. Contact TAB Technical Sales for details.

Features

*Tracks present, previous and future location; maintains full file history, including check-in, check-out, transfer, purge to archives and destruction**

Tracks items within items (for example, folders within boxes) with nested tracking

Customizable by TAB Systems Engineers for your applications

*Supports bar code scanners, either direct connect or portable**

*A library of standard reports, plus custom report capabilities**

*Custom-designed, scalable security establishes users' rights to the software – from search only through full administrative rights**

*Request Processing**

TABQuik™ Label printing integration

Scalable and Modular to meet and grow with your organizational needs

*Modules: Data Exchange (automated import/export)
Web Edition*

*Accession (Box Batch Creation and Management)
e-Record (eMail and document management)*

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Customized File Management Solutions

Your organization faces unique challenges that demand unique solutions. FileTracker is a scalable software solution that is customized to match your organization's exact requirements. After reviewing your organization's workflow requirements, file management policies, and business practices we will recommend the appropriate FileTracker software package and configuration for your organization's unique needs.

FileTracker™ Standard

An entry-level software solution that is automated with barcode technology providing cost-effective and efficient file and box tracking for individuals or small workgroups.

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FileTracker™ Pro

An advanced client/server software solution that is comprehensive, modular and scalable providing cost-effective and efficient file and box tracking for a medium to large network environment.

TAB's RMS Solution

An advanced client/server software solution that is a comprehensive, modular and scalable Records Management System providing corporate compliance by managing location, classification, retention and destruction information for the client's documents, files and boxes.

TAB's Enterprise Solution

A highly advanced client/server software Records Management System solution that allows for unique implementations through customization of the program's framework and is designed to integrate with and support the client's enterprise wide document management strategies.

FileTracker™ Standard Requirements

- Microsoft Windows 98, NT, 2000, XP
- Pentium PC, 32 MB RAM
- 15" monitor, 800x600 resolution
- 5MG Hard Disk Drive required for installation

Standalone for the File Room - or -
Network Version (up to 100 users)

FileTracker™ PRO, RMS and Enterprise

Server Requirements - Hardware Minimums

- Pentium III 500MHz
- 512 MB SDRAM
- 9GB Hard Disk Drive (Additional disk space may be recommended depending upon size of data.)
- 4MB Video Card
- CD-ROM Drive
- 10/100 PCI Ethernet Card (If running over network)

Software Minimums

- MS 2000 Server
- Microsoft SQL Server 7.0 with SP3
- For sites with 5 or fewer consecutive users, without SQL Server, MSDE can be provided with the Application. Under this scenario, MS SQL licenses are not required.
- Microsoft Standard Fonts (Arial, Times New Roman, Impact)

Client Requirements - Hardware Minimums

- Pentium II 400MHZ
- 128MB EDO RAM
- 1GB Hard Disk Drive
- 4MB Video Card
- CD-ROM Drive
- 10/100 PCI Ethernet Card (If running over a network)

Software Minimums

- Microsoft Windows 98 / ME / 2000
- ODBC Driver 3.70 or higher
- MS SQL Client Utilities installed
- Microsoft Standard Fonts (Arial, Times New Roman, Impact)



CONTACT ONE OF OUR
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