

Master File Control

File Tracker

For Windows™



fast, simple, file tracking
using barcodes

by



The PERCS Index Inc.

File Tracker

For Windows™



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File Tracker by The PERCS Index is designed to control the release of Master files to authorized persons and to maintain a record of the files location at all times. This is achieved through the use of Windows™ technology, advanced screen layouts, sophisticated database design and bar code technology. The use of File Tracker minimizes lost or misplaced files and maintains a log of all activities related to the file.

Tracking Master Files

File Tracker simplifies the task of signing Master Files out to authorized persons. A bar code label is created for each Master File and for each authorized person who will be accessing the files. When the Master File leaves the Records Room, its bar code is scanned along with the bar code of the officer. To return the file, simply scan the attached bar code.

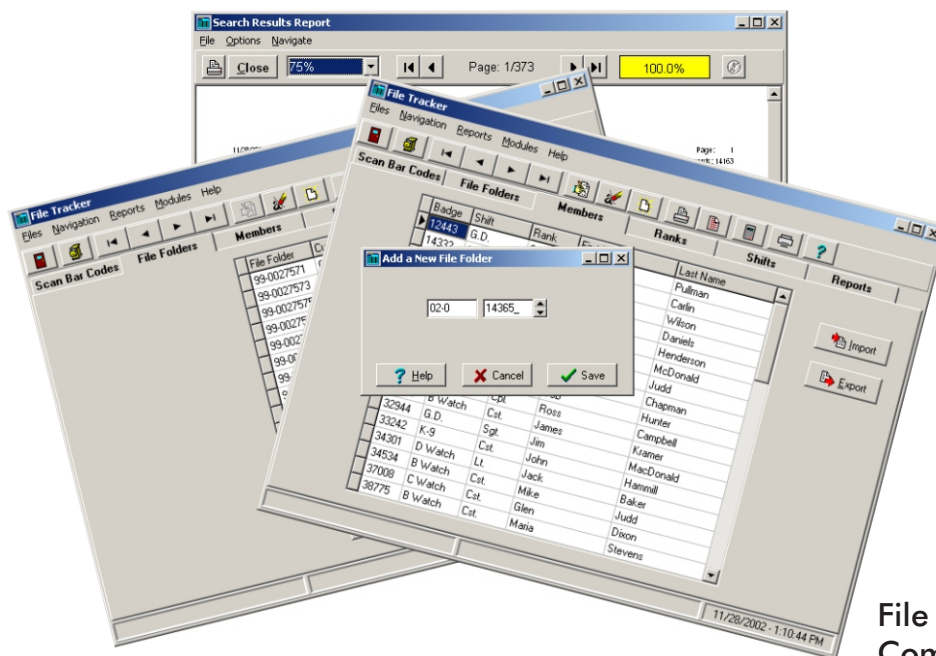
Simple to Use

File Tracker utilizes the latest in screen design concepts to minimize the learning curve of users familiar with standard Windows™ protocols. A fully featured on-line Help system is included to answer any questions a user may have. The use of bar code technology enables Master Files to be borrowed and returned by using a simple 'point and shoot' procedure. Extensive reporting capabilities provide tracking and historical analysis of all files borrowed.

Return on Investment

With File Tracker, you will realize a substantial saving in the time and effort required to control the release and return of critical Master Files. Through the extensive

reporting capabilities of File Tracker, Master Files can be tracked by Date Borrowed and Returned as well as by Person Borrowing. With this improved control, there will be more user accountability with a resultant decline in lost or missing files. Additional time savings can be



File Tracker Components

Basic Package includes:

- File Tracker software
- One year of Technical Support

Equipment required not included:

- PC with Windows™ 7 - 10
- 32 MB RAM, 20 MB Hard Drive space available
- Thermal transfer bar code label printer
- Bar code laser scanner
- Handheld data terminal for inventory (optional)

To Order File Tracker, or to learn more about our products, please visit our website at www.percs.com or call us directly at 1.866.461.4669.



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