

# FileTracker<sup>TM</sup> Pro



TAB'S customized approach to file management results in solutions that fit your unique organizational requirements. Our complete array of scalable products enables a versatile foundation of capabilities. TAB's Systems Engineers (SE) and our clients work together to review workflow requirements, file management policies, business practices and procedures to ensure the development of a relevant recommendation for efficient operations and system design.

## FileTracker<sup>TM</sup> STD

An entry-level software solution, automated with barcode technology to provide cost-effective and efficient file and box tracking for individuals or small work groups.

## FileTracker<sup>TM</sup> PRO

An advanced client/server software solution: **comprehensive, modular, and scalable** providing cost-effective and efficient file and box tracking in medium-to-large network environments.

## FileTracker<sup>TM</sup> RMS

An advanced client/server software solution: 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.

## FileTracker<sup>TM</sup> RMS

**Enterprise**  
An adaptable records management solution for large enterprise environments, freeing organizations to track all records, associated with any entity, whether paper-based or electronic. This solution is ideal to support the client's enterprise-wide document management strategies.

## FileTracker<sup>TM</sup> Pro Capabilities

- User-Configurable Fields in each level of the program. Use your own terminology for applications.
- Security, grant specific rights that control access.
- Check-in/Check-out
- Full Transaction History (Audit Trail)
- Request Processing (Request and Fulfillment)
- TABQUIK<sup>TM</sup> included for printing color and B/W labels
- Videx and Direct Connect Barcode Wands
- 2-Levels of Classification, organize your files into groups, classes, or families, etc.
- Retention Tracking
- A large library of pre-configured reports
- Report Wizard creates custom reports
- Command Barcode Functionality - automate a process or eliminate key strokes
- **Module** - Data Exchange, automated import/export
- **Module** - FileTracker<sup>TM</sup> PRO Web,
- **Module** - Accession, box inventory detail, created and forwarded to the Records Department.

## System Requirements

### Server

#### Hardware Minimum

- Pentium III 500MHz
- 512 MB SDRAM
- 9\*GB Hard Disk Drive
- 4MB Video Card
- CD-ROM Drive
- 10/100 PCI Ethernet Card (If running over network)

#### Software Minimum

- MS Windows NT 4.0 Serve
- Microsoft SQL Server 7.0 with SP3
- For sites with 5 or fewer concurrent users, MSDE will be provided with the Application. Under this scenario, MS SQL licenses are not required
- Fonts \*\*
  - Arial
  - Times New Roman
  - Impact

### Client

#### Hardware Minimum

- 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 Minimum

- Microsoft Windows 98 / ME / NT 4.0
- ODBC Driver 3.70 or higher
- MS SQL Client Utilities installed
- Fonts \*\*
  - Arial
  - Times New Roman
  - Impact

\* Additional disk space may be recommended depending upon size of data.

\*\* Fonts are standard Windows Fonts to comply with Microsoft Standards.



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