

# Get Your Paper Documents Under Control With FileTrail

## No More Losing Track

Some large organisations are unaware of the benefits a proper file tracking and file registry system can provide. The information held in paper files is just as important as that held in corporate databases, but their efficient management is rarely high on the list of priorities.

## Peace of Mind

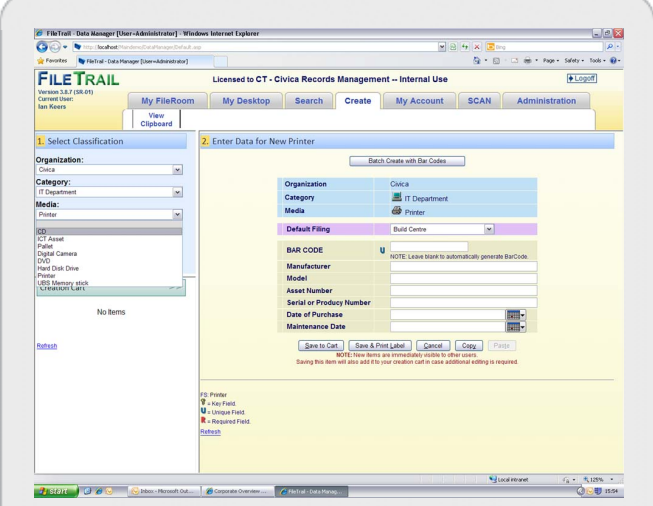
Civica has worked with many organisations in providing file tracking systems that have greatly improved their efficiency. Civica's FileTrail technology provides organisations with powerful tools that are available at every employee's desktop throughout the building, country - even the world. Our advanced technology allows for quick configuration customised to your organisation and filing system, seamless integration with external systems and detailed security for your peace of mind.

In the same way that a traditional system allows you to index, track and retrieve documents, FileTrail brings you the same powerful capabilities across the internet. FileTrail software is developed for web use from the ground up, unlike other products where a web interface module is grafted onto existing software and databases.

FileTrail can:

- > operate anywhere where there is a pc linked to the internet
- > accommodate the largest global organisation with diverse requirements
- > Provide deployment to any number of desktops without installation tasks
- > Streamline tasks and processes for everyone in your department / organisation

File Trail provides a vastly more sophisticated range of options to users than anything offered before. It is now possible to have one large filing system covering many departments and many levels of user with different types of file, all managed by FileTrail so that access is controlled to only users with the correct security permissions.



**Specifications (minimum required)**

**Server**

- > Windows 2003/2008

**Database**

- > SQL Server 2005/2008
- > Oracle 9i (release 2) / Oracle 10g

**Web Browser**

- > MS Internet Explorer 6.0
- > Mozilla Firefox 1.0
- > Netscape Communicator 6.0

# CIVICA

## London, UK

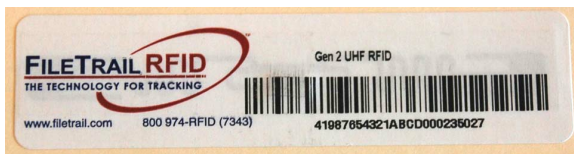
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FileTrail software provides everything you need to track the movement and find the location of your vital business information. Users can configure their own tailor-made search forms and results grids to meet their specific needs simply and quickly. The system remembers names and aliases so that a thorough history can be kept, despite the names of files being changed on a regular basis. Records can be found quickly by using pull-downs and wild card searches.

Our File Tracking software has used bar-code data capture since 1989 and RFID capture since 2007. Capturing file movements with barcode scanners is fast, accurate and easy. All movements are instantly tracked and audit trails of movement history are automatically maintained. Management Information Reports can be generated at will and there is true management control over vital records.



RFID tracking is even faster and easier because it's fully automatic. Often staff do not even have to know the system is deployed. Files are fitted with discreet radio-frequency identification tags, which are located by antennae strategically placed behind ceiling tiles and near doorways. Thus, when files are moved, their identities are picked up continuously and registered to the locations they are at and the FileTrail database is updated - automatically. Unlike barcodes, which must be individually scanned, multiple RFID tags can be read within moments by a reader, greatly reducing the time taken to process trolley-loads of records as they move about.

We have recently extended our FileTrail usage to cover the management of a mixed EDMS/paper filing environment. Under this regime, files can be tracked either to physical locations or, if electronic, a file enquiry passed through either to your in-house EDMS or a Civica hosted document viewing service.

Civica consultants are happy to visit you to explain the barcode and RFID systems and to demonstrate File Trail itself at any time. However, we have a full working system in our Northampton offices and you are more than welcome to visit us to see a full demonstration. If you would like to learn more, please contact us on 01604 798500



*"A tracking system is more efficient. Barcoding improves the speed and accuracy of recording file movements" - Department of Health*

FileTrail customers include:

- > Humberside Police
- > Defence Business Services (Nation Security Vetting) - MoD
- > British Library
- > UBS
- > Celgene Europe
- > Financial Services Compensation Scheme
- > Allianz Insurance
- > Scottish Ambulance Service
- > UK Debt Management Office

To learn more, or to see FileTrail in action, please contact us on 01604 798500 or email us at [recordsmanagement@civica.co.uk](mailto:recordsmanagement@civica.co.uk)

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