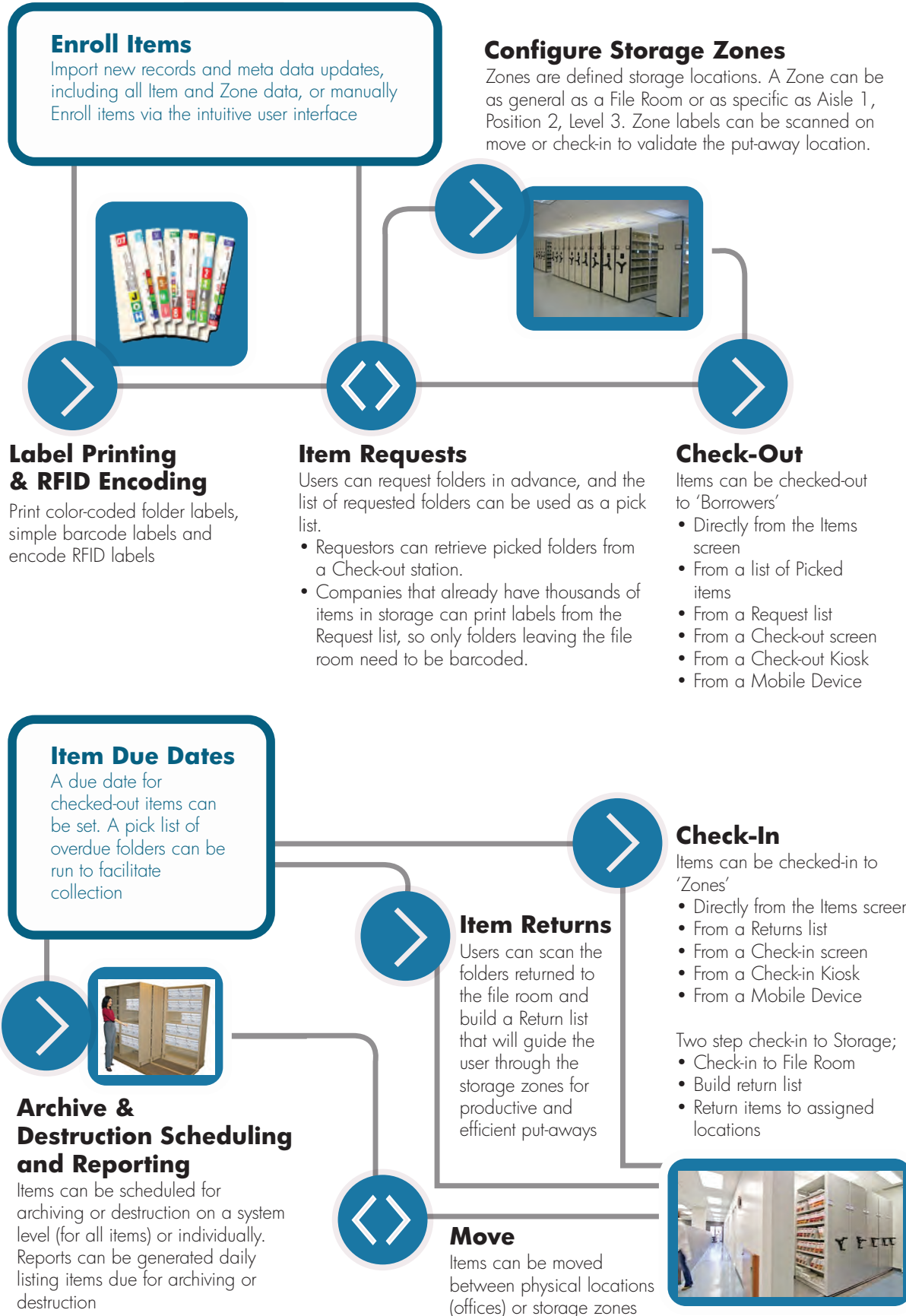**MASTERTRAK™ ESSENTIAL**

Critical Asset Tracking

Always know where your high-value assets are and who has them.

edp Engineered Data Products | Colortex | ENASYS | inMotion | MasterTrak | Tri-Optic

CRITICAL ASSET TRACKING PRODUCTS

Essential Workflows for Document Library and Asset Tracking

Enroll Items

Import new records and meta data updates, including all Item and Zone data, or manually Enroll items via the intuitive user interface

Configure Storage Zones

Zones are defined storage locations. A Zone can be as general as a File Room or as specific as Aisle 1, Position 2, Level 3. Zone labels can be scanned on move or check-in to validate the put-away location.

Label Printing & RFID Encoding

Print color-coded folder labels, simple barcode labels and encode RFID labels

Item Requests

Users can request folders in advance, and the list of requested folders can be used as a pick list.
- Requestors can retrieve picked folders from a Check-out station.
- Companies that already have thousands of items in storage can print labels from the Request list, so only folders leaving the file room need to be barcoded.

Check-Out

Items can be checked-out to 'Borrowers'
- Directly from the Items screen
- From a list of Picked items
- From a Request list
- From a Check-out screen
- From a Check-out Kiosk
- From a Mobile Device

Item Due Dates

A due date for checked-out items can be set. A pick list of overdue folders can be run to facilitate collection

Item Returns

Users can scan the folders returned to the file room and build a Return list that will guide the user through the storage zones for productive and efficient put-aways

Check-In

Items can be checked-in to 'Zones'
- Directly from the Items screen
- From a Returns list
- From a Check-in screen
- From a Check-in Kiosk
- From a Mobile Device

Two step check-in to Storage;
- Check-in to File Room
- Build return list
- Return items to assigned locations

Archive & Destruction Scheduling and Reporting

Items can be scheduled for archiving or destruction on a system level (for all items) or individually. Reports can be generated daily listing items due for archiving or destruction

Move

Items can be moved between physical locations (offices) or storage zones

MasterTrak High Density Storage Allocation Module

Our High Density Storage Allocation Module (HDSA) allows users to track and store items in carousels and high density storage. It enables users to properly and efficiently allocate space for the storage of file folders, unique assets and archival items.
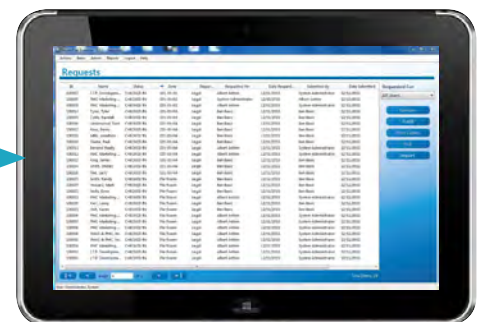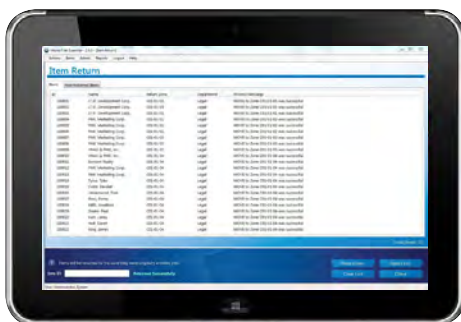
Operational Benefits

"Maximize efficiency by minimizing movements"

Effective High Density Management provides significant value to an organization.
Features:

- Increase Productivity
- Load empty carousels in the correct sequence for proper load balancing
- Maximize available storage space
- Designate storage areas for specific departments or clients
- Manage storage allocation across multiple carousels
- Quickly and easily locate items in High Density Storage
- Includes all of the Check-In, Check-Out and Archiving functions of MasterTrak Essential
- Create Pick and Return Lists for Efficient Item Storage and Retrieval
- Load Capacity and Zone Code to Maximize Carrier Storage
- Generate Reports for Carousel, Tray, or Drawer, etc…
- Runs on Windows 7 and 8 PC's and Tablets
- Barcode and RFID Systems Available

MasterTrak Essential HDSA is designed to facilitate efficient picks and put-aways from Carousels and High Density Storage Systems. Users can sort their Requests pick lists and Item Return lists by storage Zone on their tablets and move through the storage system in the most productive manner.

MASTERTRAK
Essential Features and Functions

Scalable To Your Needs
Installed as a stand-alone system or as a Network distributed application to service multiple locations. Database can be SQL Express or an existing enterprise SQL Server instance.

Quick Return On Investment (ROI)
Spend less time looking for what you need and more time working on your given tasks

Tracking & Auditing
Easily track the location of their files and conduct audits of items

Intuitive Functionality
Common Windows® graphic user interface, including multiple selects and functional icons

Configure and Manage Zones and Sub-zones
Setup your Zones, Parent Zones and Locations to match your storage environment

Barcode and RFID Systems
Simple path to add RFID functionality to barcode system

Full User Guide & Help system
A complete User Guide is included in the on-board help system

Software Enhancements
Enhancements are included in release updates, available to all Customers

Flexible Hardware Options
Fixed and Mobile Barcode & RFID readers, Handheld Computers and Windows 8® tablets

Function Specific Kiosks
Setup, Check-in, Check-out and Storage Enroll Kiosks using Barcode or RFID stations

Simple Imports and Exports
Import New Records, Zone data and Request Lists or Export Records and Reports via .csv files.

Pre-configured Standard Reports
Required reports and easy report filtering for tracking office assets included

MASTERTRAK ESSENTIAL :: ENGINEERED FOR EFFICIENCY

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