

This real-time system uses basic workflow techniques and e-mail notification to facilitate the movement, reporting and inventory tracking of a paper records system. FileBound works well in a file room environment and can be easily upgraded to add digital imaging. In addition, FileBound integrates with outside vendors such as record centers and conversion service bureaus to further extend your records management program.

Listed below are some of the key features. If you don't see a feature that you need, use the Contact Us form as we are always looking for great ideas.

System Highlights

ASP Service

- » Web-based solution means there is no technology to buy, hence no capital expenditure or on-site technical expertise required.
- » Software updates are done on the web server and are automatic. No end-user involvement required.
- » As a web-based solution, FileBound is inherently multi-user.
- » FileBound Data Center is in a world-class facility.
- » Available as an in-house solution or combination of both.

Parameter Driven

- » Custom index fields - Text, Numeric, Date/Time and Terminal Digit field types.
- » Checklist Maintenance. Simple checklist to manage mandatory file documents. Advanced checklist feature assigns responsibilities and deadlines.
- » Custom Reason fields (reason for checking a file out). Example - Client Visit, File Update, Audit, Archive, Destruction, etc.
- » User Maintenance. System Administrator can set up Users with passwords. Users automatically prompted to change password.
- » Group Maintenance. Clients can designate Groups that link access security levels and system wide capabilities.
- » Vendor Maintenance. Client can setup complete Vendor files for integration and interaction with their microfilming, scanning or record center vendor.

Comprehensive Report Generation

- » Login, File Activity, File Inactive, File Destruction Report, Pending Request, File Inventory.
- » Compliance with regulatory agencies.
- » Administrators have the ability to generate reports on either user or file activity.
- » Be instantly up to date on status of all files.
- » Complete history tracking.

Print Bar-code labels

- » FileBound is integrated with the industry leader, NetLabels.com. NetLabels.com prints labels for folders and documents to link the management of paper and digital-based records, providing maximum integrity for all of an organization's information assets. By printing bar code labels for the folder and documents, records are ready for tracking and imaging using the reliability of bar codes to avoid the time, cost and errors associated with data entry.
- » Optional NetLabel Manager allows label printing to be directed and managed by an assigned operator. Printed labels are managed to allow for duplication checking and reprinting.

Batch Functionality

- » Batch Checkout/Transfer. Used to move a large number of files to Record Center, Conversion Service Bureau or second location. Also used in a scenario when a user makes a file request and all requests are transacted through a central file room.
- » Batch Check-in. This provides an operator with the ability to check in multiple files as a streamlined process.
- » Batch Request. Designed for users at remote locations. They can optionally request hard copy, fax or digital. This was designed for use by the central file room or individual users to request multiple files with a single transaction from a Record Center, Conversion Service Bureau or second location.
- » Batch Print NetLabels. Select Label Style then batch print color-coded labels that are fully integrated.

User status and information is displayed upon login

- » The User gets a summary of all files that are check out to them and the files they have requested. The detail information is displayed.

Records Retention Schedule/Check List

- » Client can enter a Destruction Date and pull a File Destruction Report.

Administration

- » Control data integrity and user access.
- » Manage Users, File Types and volumes.
- » Add/delete/edit files and other settings.
- » Ability to backup and restore system settings in automated fashion.