



MASTERTRAK ESSENTIAL CAPABILITIES

Tracking and Storage Management System

MasterTrak™ Essential (MTE) is built on years of experience in the document tracking industry. MTE workflows and functionality are highly refined and are designed specifically for the tracking of folders and storage boxes. Input from our many MasterTrak Plus customers was used to determine the “essential” functionality required for an efficient tracking and storage management system.

MasterTrak Essential can help you manage and control office assets. We have systems for attended or unattended file and storage rooms. From a simple value list and barcode system to an RFID system with biometric validation, we can provide the right tracking and management system to bring accountability to your organization. Designated storage locations, validated put-aways and verified check-outs ensure you always know where your items are, or who has them. MasterTrak Essential offers complete File Folder Management functionality, including the ability to print file identification labels, define and label storage locations and manage retention and destruction schedules.

Operational & Economic Benefits

Increased Accuracy & Productivity

- Knowledge of folders and boxes you have, and where they are located
- Significant reduction in manual business processes through automation
- Reduces the cost and complexity of tracking thousands of items with speed, efficiency, and accuracy impossible to achieve with manual methods
- Increased Security and Accountability
- Streamline regulatory compliance through improved file handling processes & chain of custody reports
- Improved utilization due to readily accessible location information
- Reduce lost or misplaced documents
- Reduce records storage requirements and costs
- Reduce staff and customer wait times

Features:

- Value List, Barcode or Biometric User Validation
- Barcode or RFID Check In/Out
- Item Requests, Holds and Due Dates
- Archive & Destruction Scheduling and Reporting
- Configure and manage zones/sub-zones
- Pre-configured Standard Reports
- Color Label Printing
- Standalone or Network SQL Server Database
- Simple Imports and Exports
- Check-in and Check-out Kiosks
- Item Requests Fulfillment



A Windows 7 or 8 Tablet with a Bluetooth scanner provides the ability to perform all transaction from a mobile device



MasterTrak RFID Check-in and Check-out stations, utilizing our DeskMate RFID Reader/Writer, are the most efficient systems for high volume transaction stations.

High Density Space & Storage Allocation (HDSSA) Module

Our High Density Space & Storage Allocation Module was developed specifically 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. We recognized that companies spent large amounts of capital in order to purchase and install high density storage equipment with no good way to allocate space to maximize efficiency in their units. Every product that EDP, LLC develops is based on our guiding principle "Engineered for Efficiency." With that in mind MasterTrak Essential (MTE) with HDSSA was developed and brought to market.

Operational Benefits

"Maximize efficiency by minimizing movements"

Storing and retrieving items minimizes the movements of both operators and storage equipment to increase productivity. MTE doesn't drive the carousel, it's more like a GPS showing the best route through the carousel or shelving rows. The software guides the Operator from zone to zone in sequenced order while moving the storage in the most time efficient manner. Pick lists for multiple carousels can be created to move the operator through the file room more productively. Reports can be generated to display the capacity and contents of each zone (tray, drawer, carrier, etc) or each Carousel. Users can define the load capacity and zone code for each zone to maximize storage in each carrier.

Features:

- 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
- SQL Server Database
- Runs on Windows 7 and 8 PC's and Tablets
- Barcode and RFID Systems Available

Effective High Density Management provides significant value to an organization:

- Increased Accuracy & Productivity
- Knowledge of the items you have, and where they are located
- Reduces the cost and complexity of tracking thousands of items with speed, efficiency, and accuracy impossible to achieve with manual methods
- Increased Security and Accountability
- Improved utilization due to readily accessible location Information



Mount a tablet on your Carousel to easily manage item movements and transactions



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