Records Management Implementation

Information Gathering Stage

-We need to know the type of media each client is storing, plus the volume, and where this data will be located.

-Evaluate what types of information you would like to capture about the items you are tracking.

-Receive any system requirements for the records management software package from each client.

-Evaluate how your data is currently stored electronically.

-Receive technical information on each clients computer environment (Operating Systems used, database used, etc.)

What You Can Expect (Design Process)

-We will design varying options for client's records management system.

-We will demo the tracking software either in person or via a live web demo to highlight the features you requested from the software in the information gathering stage and show you some additional features in the software you may or may not be aware of.

-We will present our proposal to your team or for each client's new records management system showing the varying options, explaining in minute detail what to expect from each software presented.

-Review the technical specifications of each software package with your IT/IS department.

How Do You Purchase?

-Terms are as specified in our proposals.

What Happens Next?

-Project Coordination with our software team to keep customer up to date on lead times and system configuration information.

-Data Integration from legacy software systems.

-Manage implementation

-Set-up Install Dates and Times

-Installation

-Product Training: Administrators/System Users

-Future Projects

Call for a demo of our File Tracking Software. Demos are by appointment only. See www.filetrackingsoftware.com for more information on RFID Tracking Systems, Image Indexing Systems, and On-Demand Color Code Label Print Systems

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