

Records (File & Media) Tracking Solution



Business Challenges	KeyTone Benefits
<p>Searching for a misplaced file or media lead to unproductivity and impacts business</p> <p>Person to person transfer after check-out does not guarantee traceability</p> <p>Inability to track and trace a lost file/media increase the risk of legal liabilities and confidentiality breach</p>	<p>Automate file/media inventories, search for misplaced media quickly and accurately</p> <p>Automate check-in/check-out enables full traceability for all media moving from person-to-person</p> <p>A reliable file/media tracking system that provides security and audit trails for compliance with regulations</p>

Overview

Organizations realize that most of their manpower is consumed on non-productive activities like file and media retrieval. For example, legal firms, healthcare, medical insurance companies frequently lose files and records resulting in poor customer service. For IT data centers media security is critical and tracking and tracing data tapes is a challenge. Current methods of manually tracking files and media using log books or using barcode to check-in, check-out files is very cumbersome, time consuming and error-prone.

Solution

KeyTone offers a comprehensive RFID enabled records management solution that allows files and media to be tracked through the entire workflow, dramatically cutting down the time to look for and inventory files/media and ensure compliance with records management policies and procedures.

KeyTone's solution provides various reports and dashboards that help you:

- Increase transparency and accountability
- Increase compliance with records management regulations
- Increase efficiency in records management

Media Tracking Report

KeyTone provides operational business intelligence through web based dashboard and many pre-defined reports.

Check-in/Check-Out report – provides a list of all media returned or loaned with user information in a given time period.

Records overdue report – provides a list of all records overdue in a given time period.

Records movement report – provides full traceability for a given record.

Media addition report – provides a list of all new records added in the facility.

Obsolete media report – provides a list of all records that where retired or destroyed.

Records inventory report – provides an inventory of all records currently in the facility.