



Custom Software Applications

# StorageTrack Box Storage Management Software

If your organization stores records for any period of time – usually to comply with retention requirements – you know how unorganized and hard to find records can become. Employees would spend hours searching for the correct record... then did you know if it ever got returned to the proper box? Important records could be lost forever.

Storage Track was designed to end the problem of hard to find and lost documents. This box storage management software automates the storage and retrieval process, saving valuable time and preventing lost records.



## Complete Record Management

Storage Track provides automated storage locations, purges date computation and check out histories for boxes stored in the central records warehouse. Among other features, Storage Track provides records personnel the ability to log in boxes, generate best available box location, print labels, and access the records with relative ease.

## Handles All Your Documents

Storage Track is more than just a database or stack of index cards could ever be – it is a complete stored record management system, including the following features:

- Add/Enter New Boxes
- Assign Departments, Record Types and Retention Requirements
- Label Printing
- Configure Content Descriptions
- Powerful Search Engine
- Check Out/Check In Boxes and Files
- Track Destroy Dates for Easy Disposal of
- Multiple Highly Flexible Reports
- Charge Out Ticket Generation





# Storage Track

Input Storage Slot Locations  
Automated Storage Slot Generation

Label Printing  
Auto Populate Insertion Date  
Auto "destruct date" Population  
Box Charge Out

Assign Departments, Record Types  
and Retention Requirements  
Charge Out Ticket Printing  
Reusable Slot Locations

Full Search Engine  
Data base compatibility for MS SQL  
Server and MS Access

Easy to set up and get started.

You don't have to figure out where to put a new box, the program does it for you.

Stick the label on the box for easy identification.

You know with certainty when the records were placed in storage.

No more taking up space from keeping records longer than you have to.

Your records will never be missing or lost.

You determine what information is important to keep.

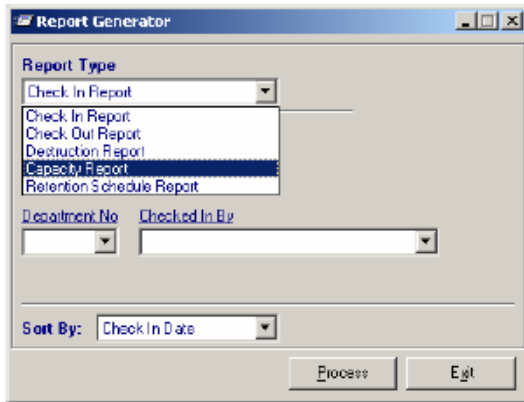
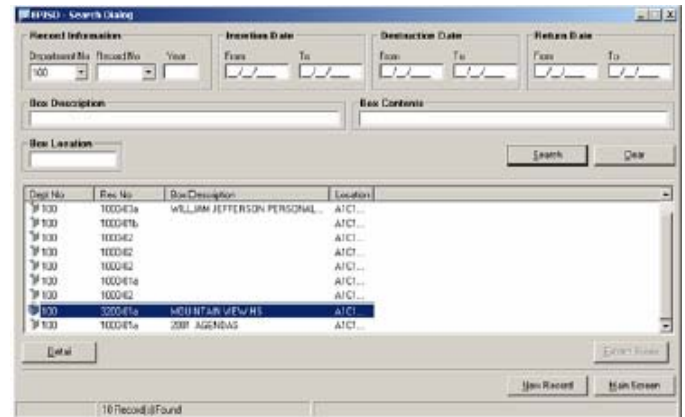
Ticket stays with record for easy re-insertion.

No wasted space... you know where records can be placed.

Find your record or box instantly

Scaleable, so you can start modest now and expand as your budget allows.

**For more information about StorageTrack or our other document management software, including digital imaging, call 800-644-7112 or visit [www.pdswest.com](http://www.pdswest.com).**



### Supported Client Environments:

- Windows 98
- Windows 2000 Professional
- Windows XP

### Minimum Client Requirements:

- Processor: 700MHz or higher
- Memory: 128 megabytes of RAM, 256 Recommended
- Display: VGA or higher resolution monitor
- Database: MS SQL Server, MS Access, or any ODBC Compliant Database



[www.pdswest.com](http://www.pdswest.com)  
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