

On-site File Management



Active and semi-active filing and distribution of single documents and files

Unlike most document management applications that manage only your electronic data, Metrofiler incorporates a system that manages physical data such as document files, plans, artworks, machine parts and laboratory samples. Metrofile caters for documents and records in an active or semi-active phase and usually housed within the customers premises. Alternatively, the system may be housed in Metrofile's facilities, providing a fully managed or co-managed service.

Implementation

Metrofiler operates in a Microsoft Windows environment and can run on a single PC, allowing small numbers of records to be managed cost-effectively.



Place Barcode here



Key Features

Features include full security protection, search routines, destruction notification, document tracking, reporting and user queuing. Items are barcoded and indexed using multi-dimensional fields and keywords before being placed in a barcode-identified location.

Simple integration with our off-site storage solutions provides ease of transfer when records are sent to off-site archives. Reporting and inventory tools allow for simple auditing and planning.

Benefits

- ✓ Extremely efficient use of available space due to the random allocation of items
- ✓ Barcode identification severely limits the risks of misfiling or inappropriately located files and is 100% accurate when used correctly. This eliminates the reliance on alphabetic/numeric systems that are space-inefficient.
- ✓ Powerful search facilities allow for quick identification and location of records.
- ✓ The system allows a flexible approach to the design of filing areas. These areas could include a central record area, a filing cabinet or even a store for stationery supplies.
- ✓ Tightly controlled retention management ensures timely transfer of records to off-site archives.
- ✓ Tailor-made systems to meet your everyday requirements.

