File Tracking
SCLogic, LLC

Overview

The SCL*Intra* Enterprise system helps clients define, track, manage, search and report on the movement of files within an organization. SCL*Intra*'s flexible interface allows users to customize their view using variable fields, monitor movement and report on information relating to ownership or current location of files. SCL*Intra* collects data points, stores signatures and performs location scans using Symbol Technologies mobile computing devices. These devices provide unlimited mobility to track files throughout an enterprise. Using the Parent/Child relationship function, individual files can be boxed, moved and updated with just one scan. Browser-based search features allow desktop users to query off one or multiple pieces of information to find specific files or create broader reports.

Benefits Snapshot

- Automatically generates email overdue notices to employees who have signed out files.
- Extensive search parameters – date range, project/case name, client name, case number, insurance company, author, manager or any other recorded parameter.
- Captures and records electronic signatures to show proof of ownership.
- Tracks archiving dates to run monthly reports indicating files needing to be stored.
- Provides 20 user-defined item variable fields to define your item. All fields are searchable.
- Browser-based solution allows for searches and inquiries from the employee desktop.
- Eliminates building-wide searches for lost files.
- Optional WebCam allows pictures of the items to be stored in the database.

Application

One major Government Agency utilizes SCL*Intra* to track over 50,000 files annually. When a new file enters the file room, the user places a barcode tracking label on the file and uses the 20 item variable fields to associate information about the file such as invoice number, project name, agent assigned, payment due date and state. When an employee comes to check a file out, the file is scanned to a status of 'checked out of file room' and ownership is assigned to that employee. The employee is required to sign out the file for proof of ownership and the signature is stored electronically. The automatic email notification is set to send out an email two weeks after the file has been checked out, reminding the employee to return the file to the file room. The real power of the system for this Agency has been their ability to look up the history of a file in seconds and find the file in minutes. SCL*Intra*'s powerful and flexible search features have improved workflow and overall efficiency, and have given the various departments visibility into their operation. The File Room Manager maintains that SCL*Intra* has saved his operation over $100,000.00 in the first year by eliminating late fee charges on multi-million dollar contracts.

About SCLogic, LLC

SCLogic develops, sells and supports the inbound receiving and tracking system, SCL*Intra*. SCL*Intra* uses barcoding technology to monitor and control the flow of tangible objects – mail, parcels, property, files or people – as they enter and move through a facility. SCL*Intra* is an affordable, flexible, IT-friendly solution that improves productivity by automating receiving, sorting and delivery processes while expanding tracking visibility across the corporate Intranet and beyond. SCLogic's accountable item solutions are licensed to hundreds of customers throughout the country.