

LOST AND FOUND

In today's large multi-facility environments, entering, managing and maintaining hundreds of lost and found items is a difficult and complex task. Security and other personnel tasked with entering, returning and storing found items find it difficult to manage lost reports and dispose of found items with any accuracy or ownership.

The iTrak Lost and Found module provides an answer to these problems with a complete integrated organized solution for maintaining lost reports and matching them against large found item databases. An operator can visually review what has been reported as lost or found and manage the disposal of these items. They can respond immediately to inquiries about lost items, including the ability to locate items by date, category, color, material, manufacturer, serial number and location.

With a powerful verification process, users are able to complete the return or disposition (charity, finder) of found items with as much or as little detail as required, including: date, owner ID(s), billing, shipping and reward details as well as any related photo identification.

The iTrak Lost and Found module also provides the ability to enforce filing lost reports without directly viewing the contents of the found database. This forces operators to file lost reports in order to access and return found items, preventing "sweet hearting", thereby reducing fraud and internal employee theft.

Key Features

Flexible

- ▶ Maintains existing iTrak security and drop downs
- ▶ User defined customizable fields
- ▶ Multiple bar code support

Cost Efficient

- ▶ Client/server architecture provides a single centralized database for multiple properties

Powerful

- ▶ Color coding to differentiate between outstanding found, returned and disposed items
- ▶ Multiple key word searching
- ▶ Ability to optionally run lost reports against found item database, reducing "sweet hearting"
- ▶ Powerful lost and found matching engine for large found item databases
- ▶ Comprehensive disposed and returned item verification process
- ▶ Ability to attach pictures or other scanned documents to reports

Comprehensive Reporting

- ▶ Complete reporting, including aging, disposal and return reports
- ▶ Single report generation including all related lost and found data and photographs
- ▶ Support for export to PDF, Microsoft Excel, Microsoft Word and Crystal Reports



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iTrak Lost and Found provides a visual color coded view of current outstanding found items as well as the ability to view previously disposed or returned items and all relevant details. It also offers a multi key word search allowing quick searches of existing found item descriptions and all associated details.

Users can also manage found item inventory through ready identification of unreturned items that have a selected hold until date, allowing them to be disposed after a fixed length of time, such as a week or month.

As with the base iTrak platform, the iTrak Lost and Found module provides a complete snapshot and transaction history from the time the items are found until they have been returned or disposed, including dates, verification information and photos. Based on the existing iTrak technology and user interface, the Lost and Found module allows operators to quickly get up and running and learn new features in no time.

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Requirements

iTrak Client Software

- ▶ Windows 7, 8, 8.1 and 10
- ▶ Internet Browser (IE 11, Edge, Chrome, Safari)
- ▶ Adobe Reader 10.1.10 or higher

iTrak Client Hardware

- ▶ X86 Dual Core @ 2.4GHz (X64 Quad Core @ 3 GHz recommended)
- ▶ 4 GB RAM (8 GB recommended)
- ▶ 1 GB available disk space (2 GB recommended)
- ▶ XGA Monitor capable of a minimum of 1024x768 resolution

iTrak Server Software (64-bit Only)

- ▶ Microsoft Windows 2008/R2, 2012 and 2016 Server
- ▶ Internet Information Services (IIS) 6.0 and above
- ▶ Microsoft SQL Server™ 2008 and 2012 *

SQL Server Hardware

- ▶ X64 Quad Core @ 2.4GHz (X64 Quad Core @ 3 GHz recommended)
- ▶ 8 GB RAM (12 GB recommended)
- ▶ RAID, SCSI with 10+ GB available disk space (20+ GB recommended)
- ▶ XGA Monitor capable of a minimum of 1024x768 resolution
- ▶ iTrak Server can also be installed on a VMWare and Microsoft Virtual PC/Server environments
- * Mixed Mode (SQL Server and Windows Authentication) and the SQL Server MUST support Full-Text searching.
- * SQL licences are not included in the price of the software.