i*office*®
file tracking software

Track the chain of custody for physical documents or files.

For many organizations, different groups and departments need access to accurate, real time information about the status and location of important documents. For this reason, tracking the chain of custody for physical documents or files is critical to maintaining transparency within your operations.

The File Tracking Module allows you to easily check files in and out with a barcode scan which automatically updates the current status of ownership. The file tracking system can be used to satisfy end user requests for file delivery and pick-up, or alternatively in a "kiosk mode" for end user self check-in and out.

organization
→ Customized file and location definitions.
→ Ability to show status or location of files in centralized file room.

track files
→ Maintain real time chain of custody of files including location and status.

scanning and imaging status updates
→ Monitors status and location of documents in scanning or imaging process.

compliance
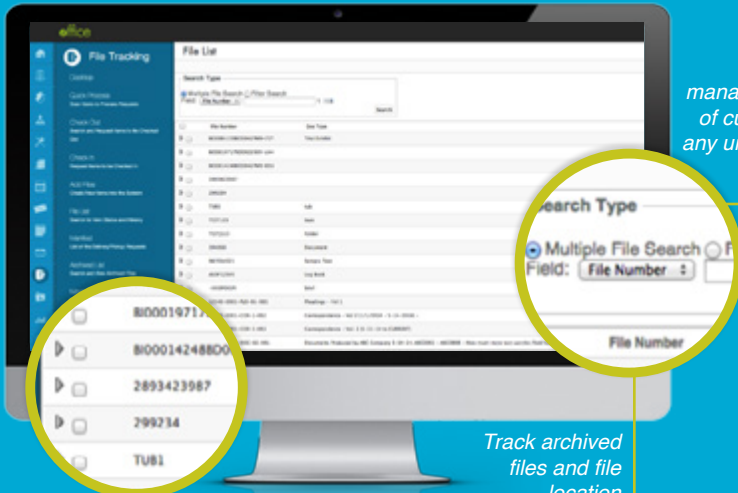→ Satisfies and complies with industry specific regulations such as HIPPA.

archiving
→ File archiving capability.

MODULAR
easily shares data with other systems
HIGHLY CONFIGURABLE

complete portal integration

The File Tracking Module is integrated with the portal data backbone so that updates and changes are universally shared providing a complete office and facility management suite.

Ability to manage chain of custody of any unique file or item

Track archived files and file location

Ease of check-in and check-out with barcode scan

Did you know?
iOffice also provides modules that support the management of the workplace including space management, move management, service request, room reservation and asset tracking?

ioffice®