

Physical Records Management

For FileNet P8

Automated Bar-coding, Charge-in Charge-out, and RM

KwikTag® PR (Physical Records) provides FileNet P8 users with a simple method of connecting physical documents to FileNet's Records Manager Product. A single product suite to handle all assets - digital or paper.

Record Life Cycle Management has become paramount. Now it just got easier...

Managing assets isn't easy. File plans, dispositions, retention schedules and policies, and knowing when to declare a record a record—paper or digital. ICI's KwikTag PR and FileNet RM provides users with the ability to perform this work from a simplified interface, making it easier to get the job done. *Today.*

KwikTag PR features include:

- ⇒ Distributed Cataloguing of Documents
 - Configurable User Interface
 - Location, Box, Shelf, Name, ID, SSN, etc.*
 - Assignment, User, Location, etc.*
- ⇒ Automated Bar-Coding
 - Universal and Unique Post-it (3M)
 - Document, Folder, or Box Level
- ⇒ Proxy Document Automatically Created
 - Placeholder for Physical Document
 - Links to Digital File Plan within ECM
- ⇒ Kiosk Access to Physical Documents
 - Digital Signature Authentication
- ⇒ Automated Charge-in Charge-out
 - Wand Bar-codes for Fast Access
- ⇒ Automated Document Requests
 - Full Integration with FileNet BPM
 - Out-of-the-Box Request Template
 - Convert on Demand Option
 - Paper or Digital Delivery*
- ⇒ Maximizes your BPM, and RM Investment



KwikTag PR cost-effectively extends Records Management capabilities across the enterprise.

Paper silos, whether internal (file room, shelves, drawers), or external (warehouses, and boxes), can now be managed cost effectively from a central location.

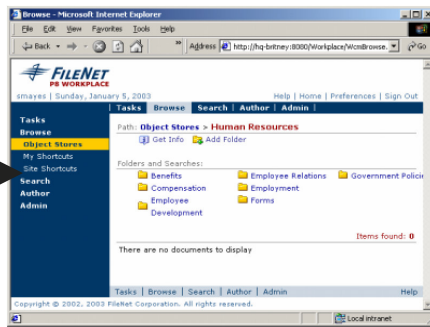
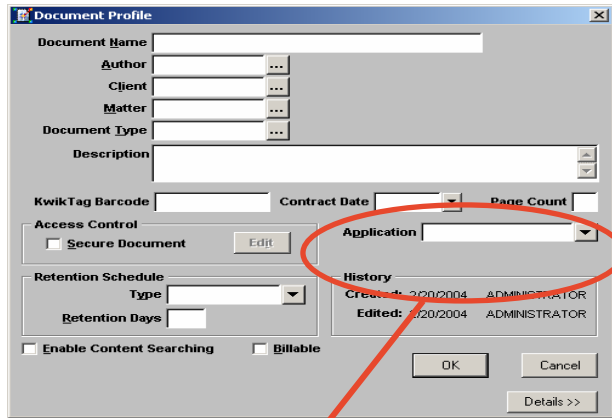
Virtually any physical document at any geographic location.

- ⇒ Legal Records
- ⇒ Student Records
- ⇒ Financial Records
- ⇒ Patient Records
- ⇒ Admissions

Life Cycle Document Management ... when paper to digital conversions are not necessary.

Catalogue and tag, and let the power of FileNet's P8 Platform do the rest...

contact us today!



Configurable out-of-the-box applications provide for rapid deployment and expedited benefit attainment.

...Automated and fool proof.

ICI Professional Services Offerings

Varied System Configurations

- ◆ Supports wide variety of deployments (single, multi-server environments)

Lifecycle Implementation Services

- ◆ Business Case Services
- ◆ Implementation Services
- ◆ IT Support Services
- ◆ Production Support Services

Enterprise Support Model

- ◆ Business Continuity
- ◆ Single Point of Contact (SPOC); includes software, hardware, and application support
- ◆ Optional 24x7 Offering
- ◆ Remote System Administration
- ◆ Application System Monitoring

888.82IMAGE

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