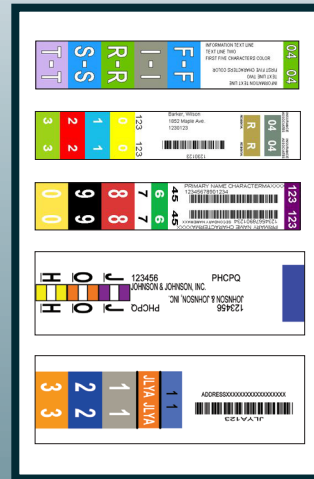
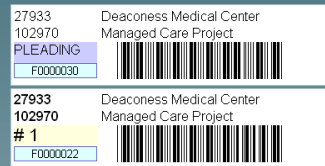


Integrating Systems

with FTConnect™ Eliminate data entry with powerful import tools. Schedule unattended imports for overnight operation. Load and synchronize data in virtual real-time. Produce labels automatically from imported data. Automate user login using AD/LDAP Authentication.

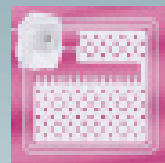
Bar Coding

Fast and accurate tracking of Items. Streamline manual process. Custom label design included.



Color Coding

Single strip label reduces creation time by 60%. Color coding cuts filing and retrieval by 75%. Custom designs and colors match your existing system. Print color coded labels on-demand. Automatically print from data imported overnight.



RFID

Rapid check-in, check-out, and tracking. Conduct desk audits quickly— read Item without opening drawers.



Portable Scanning

with FTMobile™ Scan Item location for delivery. Physical Audit and Discrepancy Reporting. Read RFID Tags or scan Bar Codes. Audible alert when Missing Items are found. One-Touch synchronization with your database.



New palm-size

Mini scanner makes portable tracking economical.

File Trail™



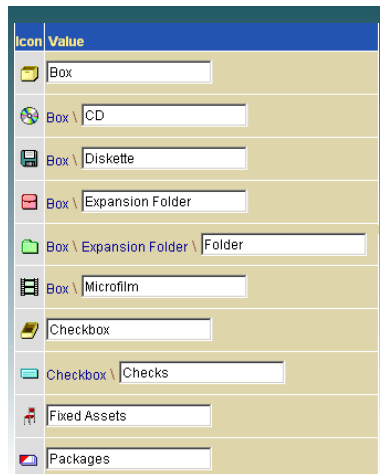
PURE WEB TECHNOLOGY FOR RECORDS MANAGEMENT

6800 West 117th Avenue
 Broomfield, Colorado 80020-1633
 Sales Line: 800.LABEL-2U (522.3528)
 sales@colorflex.com
 www.colorflex.com



POWERFUL TOOLS

TRACK EVERYTHING



Track Everything

Knowing what exists, and where to find it saves time and money. Track anything that moves. Adaptive Media Structure reflects your filing system and terminology. Select from our library of Icons, or use your own.

Audit Trails

Audit trails raise accountability and compliance with established policy and procedure. One-click access to Location History. One-click access to History of edits on a field.

Instant Location

Stop wasting time with physical searches and interrupting everyone with email broadcasts looking for an Item. No more lost Items. Speed locating and retrieval of Items. Refile Instructions tell staff where Items belong.



Time Limits and Overdue Items

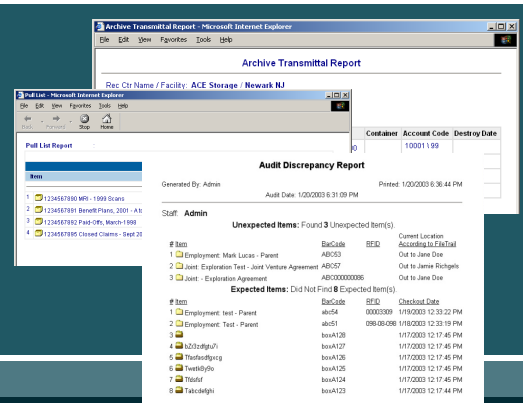
Proactively manage to prevent lost Items and the chaos they create. Set Due Back Date during Check Out. Email Overdue Notices to staff. Overdue Reminders appear at each login.

Over Due Items			
	Item	Out Date	Due Date
	Jones, Bob		E-Mail Notification
1	Drafts #1	7/17/2003 (Thu)	7/24/2003 (Thu)
2	23902 - 098172 - Pleadings	7/17/2003 (Thu)	5/14/2003 (Wed)

REPORTING

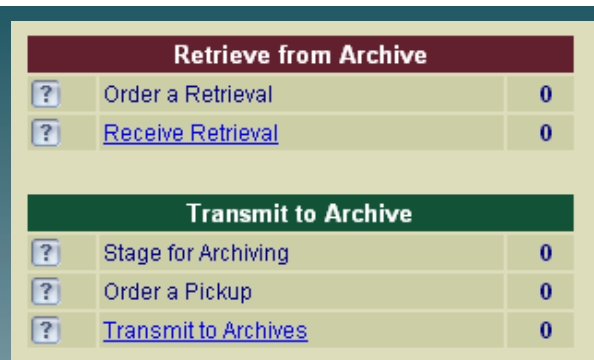
Reporting

Monitor operations with Activity, Productivity and Workload reports. Audits produce Discrepancy Report for compliance monitoring and locating Missing Items. Produce Destruction Notifications and Certifications. Streamline records handling with Pick Lists and Delivery Tickets. Print user-configurable reports. Export Search Results to MS Excel. Email reports to anyone. Pull Lists and ReFile Lists reflect Terminal Digit filing or file room sort order.



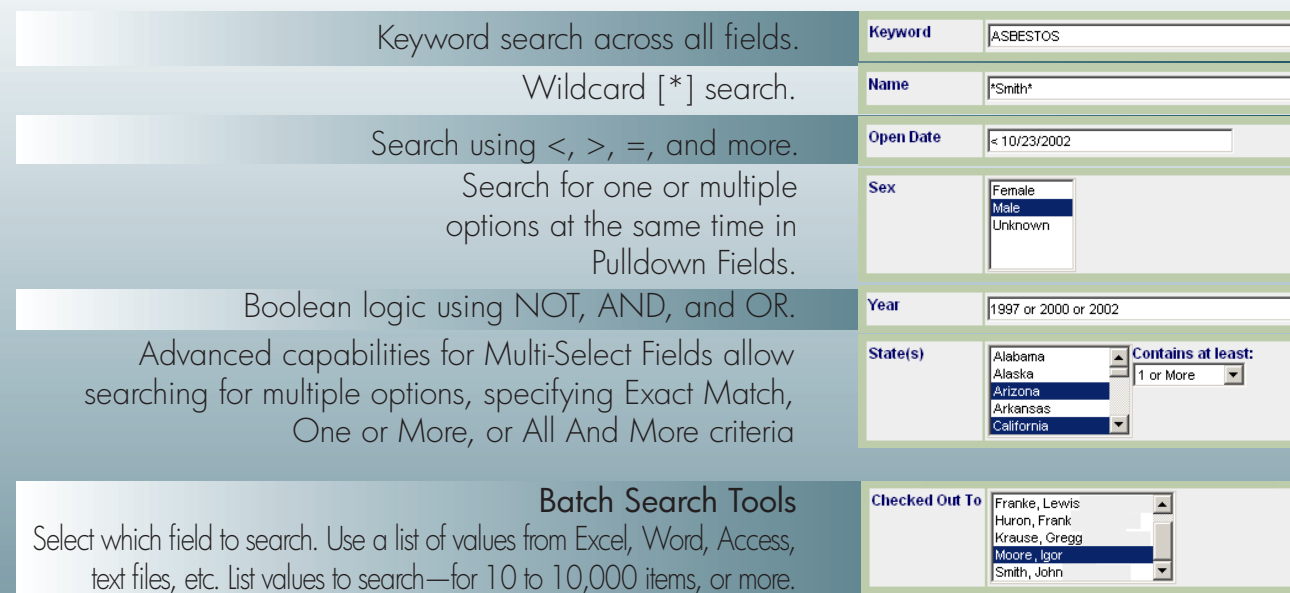
Automated Archiving

Save time and money with a superior alternative to an old way of doing business. Stop communicating with paper forms, faxes, and voice mails. An electronic interface automatically formats and transmits orders to your Records Center. Eliminate paper/transmittal request forms and the need to enter data a second time into your vendor's order/transmittal system. Automatic alert to Items that needed to be Retrieved. Automatic alert to Items ready to return to the Archives. Manage retrievals and refiles at box- and folder-level. Consolidate Orders and Transmittals to reduce costs.



Advanced Search Tools

Search on one or more fields. Configure to search the fields you use the most.



Batch Search Tools

Select which field to search. Use a list of values from Excel, Word, Access, text files, etc. List values to search—for 10 to 10,000 items, or more.

Cart	View	Item	Current Location	Client-Project
11	Add View	Out to Sally Jones	23252 - Bassauon, Heron G / 2002 Individual Tax	
12	Add View	In File Room	23252 - Bassauon, Heron G / 2002 Individual Tax	
13	Add View	Out to Sally Jones	23252 - Bassauon, Heron G / 2002 Individual Tax	
14	Remove View	In Box A23-1042 in File Room	23252 - Bartelo, Jamison, Trapp II / 2002 Ind Tax	
15	Add View	In Box A23-1042 in File Room	38289 - Antra, Fiona G / 2002 Individual Tax	
16	Add View	In Box A23-1042 in File Room	38289 - Antra, Fiona G / 2002 Individual Tax	
17	Remove View	Out to Debra Brown	82932 - Lowe, Ira P / 2002 Individual Tax	
18	Remove View	Out to Front Desk	98723 - Beams, Joseph R / 2002 Individual Tax	
19	Add View	Out to Sally Jones	C1982 - ROE Shipping Co / 2002 Corp Tax	
20	Add View	In File Room	C1982 - ROE Shipping Co / 2002 Corp Tax	

Search Results

Configure results fields to fit job functions. Tailor your own results fields and sorting. One-click access to view details Add or remove items from the Results Cart with one click.

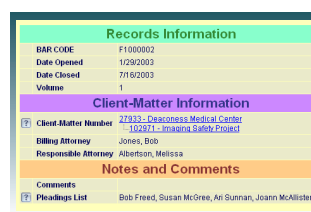
Personalized Searches

Configure search forms with fields most commonly used. Personalize your own search forms to fit common job functions. One-click viewing of images or electronic documents as Attachments.

Cart	View	Item	Current Location	Client-Project	Attachments
4	Add View	Out to Pauline Unger	C2349 - AB Medical Imaging, Inc - 2002 Corp Tax	Major Technology Indicators	
5	Add View	Out to Mark Stevens	C2349 - AB Medical Imaging, Inc - 2002 Corp Tax	Technical Documents Portable Computing	
6	Remove View	Out to Sally	C2349 - AB Medical Imaging, Inc - 2002 Corp Tax	File Trail Software Overview.pdf File Trail Company Overview.pdf	
7	Add View	Out to Mark Stevens	C2349 - AB Medical Imaging, Inc - 2002 Corp Tax	Schedules 1 through 6	
8	Remove View	Out to System Admin	C2349 - AB Medical Imaging, Inc - 2002 Corp Tax	Technical Documents Technology Indicators	

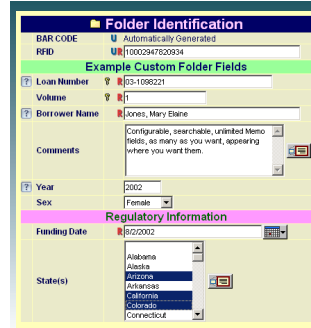
Powerful Creation

Easily change terminology. Configure fields differently for each Department or type of Item. User-defined Help [] guides users through data entry. Automate creation and labeling using data streamed from their systems. Capture information at the source with data entry by Departmental staff. Graphics indicate Required, Unique and Key fields.



Flexible Classification

Classify, control and secure records by Organization, Media and Category. Unlimited number of levels of Classification. Highly Configurable Unlimited number of user definable fields. User-defined Dividers create a color banner for visual distinction. Localize for users in U.S., Canada, UK, Europe.



Shopping Carts

Shopping carts preserve users' selection and work-in-progress. Drop selected Items into your Cart for onestep desktop requesting, reporting, and more.



SEARCH & REQUEST

EASE OF USE