

# TRAKS

## Trimagic Records and Knowledge Management System

### Managing your records effectively

The Trimagic Records and Knowledge System (TRAKS) is designed to help the organisation gain control of their content and manage records effectively.

Many organizations continue to struggle with unmanaged and unstructured content. Content, ranging from critical business documents and reports to meeting notes and procedures to photographs and diagrams, is often isolated from content management or business systems and remains relatively untouched and unknown within the organization. End users can neither find nor access the content, often leading to uninformed business decisions and duplicated effort.

TRAKS is a fully integrated, flexible, browser-enabled system for indexing and tracking files. It does not matter what the format is or where it resides, TRAKS provides unified access to search, identify and retrieve records without disrupting the existing workflow.

#### What does it do?

TRAKS is a series of linked databases that can manage the requirements of a comprehensive records management system.

Individual content items such as letters and documents are indexed, and linked to file records. File records are linked to locations or borrowers. Material may be barcoded at both content and file level, allowing material to be tracked individually or as a collection.

The 'entity' database records detailed information on locations or individual users. An entity might be a filing cabinet, a department, an individual, a bookshelf, a room, or a storage box. Each entity may be assigned a barcode, so that tracking locations and file movement is streamlined and automated.

Using robust search and retrieval technology, end users can retrieve information no matter where it resides and content managers need only manage the lifecycle of the original content.

#### What are the benefits?

- Clear and concise screen layout and workflow, making it easy to learn and use.
- Out-of-the-box solution. Can be deployed quickly and cost-effectively.
- An inbuilt security system makes it possible to maintain confidentiality of records, or fields within records.
- Retention, archive and review schedule dates are automatically generated to make managing documents simple.
- Inbuilt barcode functionality makes tracking file movements simple and accurate.
- A complete history of file movements allows analysis over a long time period.
- Simple menus and colour-code screen design allow users to add new data quickly and efficiently, and to search data in a matter of seconds.
- A file display shows links to the contents, or allows users to request file items via email links.
- With the web interface users can search for files or subjects from their browser. Once located the file can be "expanded" to show its contents, or request it via email.
- Flexible database designs, allowing easy customisation if required to meet your exact needs.

- Ability to manage diverse types of information including text, images and multimedia.
- Integrated imaging and live links to electronic documents and information resources.
- Centralised Content Catalogue. Create a centralised computing centre and content catalogue to simplify system management. This supports real time data processing for regional, national and international information centres.

## About Trimagic Software

Information professionals have been using Trimagic software for over 20 years because our solutions are innovative and they work. We carefully consult with our clients to tailor a solution that will meet their individual needs and give them the skills necessary to take control of their system. Our applications are built on the Inmagic product platform to help you manage all your information requirements.

## Product preview

The most effective way to evaluate any software is to see it in action. A Trimagic Software Consultant can visit your office or we can demonstrate our products online.

