

HANDLED WITH CARE

WinQuest+

File tracking in real time

Do you always know where your documents are? In transit, in storage, or on a desk in the office?

Secure Storage of records is one thing, but being able to track where the documents are at any time of the day or night, on your own premises or elsewhere, is a different matter.

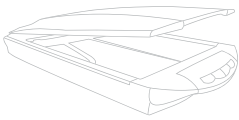
WinQuest+ allows you to:

- Find the location of any record whether it is local, central or off-site.
- Reduce time, and therefore costs, spent searching for important files.
- Eliminate compliance and client issues caused by lost files.
- See a global overview showing the status of requests in progress.
- View the history of a record and its retention review policy.
- Request files for delivery via a customised browser based interface.
- Access a full audit trail, wait list, and service monitoring reports.
- Incorporate RFID (electronic barcodes).
- Execute major office moves securely and efficiently.
- Support space management savings.
- Improve Records Team efficiency and professionalism.

Do you want real-time management of records requests for all files (in-house and offsite) and the ability to see a traceable audit history via a secure web browser?

Many customers want to be able to manage the demand for records and see a traceable history of a record via a secure web browser interface, or see who has requested to access that information next, all in real-time. Winquest + gives you all this and more.





File tracking in real time.

In response to our customers' growing needs, Wincanton Records Management has increased its service offering with a Secure File Tracking solution called WinQuest+. WinQuest+ gives customers the ability to track their records 24/7 regardless of whether the documents are in an internal file room, on a desk, in transit or stored offsite. This 'through the door' tracking system can integrate seamlessly with our customers' Case Management and Finance Systems, removing the need for Records Managers to upload or manually key data that is already held in other internal systems. WinQuest+ talks directly to Wincanton's own Records Management system, enabling our customers to manage all files and metadata through a single, browser based application.

Designed specifically to control critical paper assets moving within your organisation, WinQuest+ is capable of tracking files using traditional barcodes or RFID. It has the ability to utilise mobile technology and Radio Frequency Identification (RFID) and is therefore not reliant upon all records being in the same location.

The RFID capability allows the electronic tagging of records so that their location can be monitored automatically and more efficiently, meaning losses or delays in the delivery process are virtually eliminated.



Users have access to a browser-based search engine providing real-time information on file information, movement history and location (i.e. with a colleague, in an internal file room or offsite with Wincanton). Requests can be placed on-line by end-users, or managed and controlled by the Records Team. Delivery is managed through mobile devices using signature capture on a robust PDA to record each delivery.

Secure, individual user identities enable important information to be preprogrammed, such as department, cost centre and retention periods. WinQuest+ stores the location of each user, improving the efficiency of internal distribution, and can integrate into company staff lists to automatically update any seating changes, together with details of who is waiting for which record and who is permitted to receive which items. This way, users are provided with a full real-time view of their document's trail, its history and next location.

The retention period for each record is pre-programmed into the system and the destruction review date is calculated and can be automatically triggered as part of the daily workflow.

We aim to work closely with customers to promote more efficient and cost-effective records management solutions. Wincanton Records Management harnesses the best in innovative technology to deliver outstanding service throughout the entire life-cycle of your records. With Winquest +, we offer customers a resource that can generate real time savings for their business while further reducing the risk of human error and increasing staff efficiency.

For further information and evidence of our capabilities, please contact:

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