

ArcLink

ArcLink™ is a file management software system developed by professional records managers. It runs on SQL server and allows simultaneous multi-user access. ArcLink has full file classification and registration facilities, coupled with features for managing the storage of records and the retention and disposal of files. Its file tracking features make it ideal for controlling the movement of files in a records centre environment. ArcLink can be used to manage either electronic or hard copy records.

Retention and Disposal File status and default retention periods can be set at file series level. Reporting capabilities allow administrators to call up lists of all files due for action (transfer, disposal, etc) on a certain date.

Storage ArcLink allows full storage location details to be recorded, from building, through floor, room, shelf, box, drawer number, etc. Reports by location allow the Administrator to list contents by box, shelf number, cabinet, etc. There is also a facility to print lists of files by location (e.g. box lists)

File Tracking Movement of files can be monitored through ArcLink's file tracking features. Administrators can monitor which files are borrowed from the records centre at any given time and which staff member has possession of them. The Administrator can also call up staff histories, to monitor which files have been removed by individual staff members.

Browse and Search Files can be located on the system by browsing through the various sections and levels. The Quicksearch function allows a search by keyword. Users can filter down to specific file series in order to narrow the search and speed retrieval.

Layout and Appearance The System Parameters feature allows Administrators to choose which fields to display and in what format. Location fields can be hidden if they are not relevant in particular circumstances. File titles, reference codes, status, opening dates, etc can all be chosen for "display" or "hide", depending on user preference.

Data Import ArcLink's data import facility allows data to be imported from previously existing spreadsheets and databases, thus allowing the integration and streamlining of existing file lists or catalogues. For further details or to arrange a demonstration, please contact us.