

# RADAR

RADAR provides complete physical records management with time-saving tools for all staff. It provides an enterprise solution automating multiple file rooms, multiple departments, across multiple countries.



**Features** RADAR contains a full set of features to streamline processes, apply policies, and enforce compliance:

- Search drill down to document level
- Classification Management
- Retention Schedule & Disposal
- Tracking & Chain of Custody
- Reporting & Audit
- Security

**Environments** RADAR automates a variety of operational environments:

- Automating file room tasks and file room management
- Automating records centre tasks
- Integrating with commercial records centres VIA csv reports
- Automating records processing in department operations

**Configurability** RADAR adapts to make a perfect fit to each organization and each record type or classification:

- Unlimited, user-definable classification system
- User-defined fields
- Configurable search and results
- Enterprise-class configurable security leveraging users and groups

## Records Management: Features

RADAR provides a wide number of intuitive features to automate common records-related workflows and transactions.

### Feature

**Search & Request Request Fulfilment Classification Management**

### Functionality

Search any field, including Classification fields.  
Search with wildcards, Boolean logic, ranges, and across all fields.  
Pull requested files and boxes efficiently  
Fulfil requests quickly  
Pre-defined file plans matched with records as they are created.  
Archiving and retention dates are automatically updated per changes to classification or conditional value.  
Define unlimited levels of Classification and generate File Plan.  
Track records in active, semi-active, archive and disposal stages.  
Automatically apply retention based on jurisdictions.

**Retention Schedule &**

<b>Disposal</b>	Ease view of records covered by the RDS codes
<b>Smart Bar</b>	Rapidly capture record information and monitor circulation.
<b>Coding</b>	Utilize existing barcodes from legacy systems and archival storage vendors.
<b>Tracking &amp; Chain of Custody</b>	Chain of custody shows complete history of movements. Parent/Child tracking, such as folders into boxes. Definition and assignment to locations. Collective management and individual tracking of multi-volume sets.
<b>Reporting &amp; Audit</b>	Run standard or custom reports. View reports within RADAR or export to Excel for additional graphs and charts. Audit circulation chain of custody and changes to record location. Audit changes to retention schedule, classification, and changes to metadata, including stated reason for change.
<b>Security</b>	Configure authentication for standard challenge or Single-Sign On using Windows or LDAP. Control rights to view, edit, or destroy records by department, category, and location.

## Records Management: Environments

RADAR automates the full records lifecycle, working in a variety of environments to accommodate the needs of different operations.

### Environment      Functionality

<b>Records Centre Management</b>	Streamline transactions with bar code auditing, location and more. Pull requested files and boxes efficiently in a single pass. Report storage and activity by department for charge-back.
<b>Storage Vendor Integration</b>	Control retrievals from any storage vendor electronically Order pickup of staged records from any storage vendor electronically.
<b>Departmental Operations</b>	Quick and simple creation of storage boxes. Easy process for boxing records. Automatic application of retention without requiring extensive user knowledge. Simple transfer process for active tracking of documents. Ability to request creation of new records by Records Coordinators.