

## Printing Color-Coded Labels

FileTrail leverages the latest technology to print color-coded and barcoded labels. Our 100% browser-based solutions do not require installation of FileTrail at the desktop. Our commitment to apply best practices with minimal disruption is exemplified in our approach to color coding – we match existing label designs, we match existing color schemes, and we accommodate the label stock you are already buying from your label vendor.

### 3 Reasons To Use Color Coding:

Color-coding saves time and enforces standards in data quality and appearance over text-only, typewritten or hand-written labels.

- ▶ **40% Faster Filing** - Filing is easier with color coding. You can recognize colors much faster than reading text.
- ▶ **99% Fewer Misfiles** - Color-coding prevents misfiles by making exceptions in the color band obvious.
- ▶ **Improved Recognition** - Files are easier to recognize and retrieve, even on a cluttered desktop.

### Value of Automated Printing

Printing color-coded endtab or toptab folder labels provides several key benefits.

- ▶ Applying a single label, instead of many small tabs, cuts creation time by up to 80%.
- ▶ Printed labels can contain a unique barcode to automate tracking.

- ▶ Eliminates the need to maintain many rolls of individual letter-tabs.
- ▶ Printed labels are consistently aligned, maximizing the impact of the color banding which makes misfiles easy to see.

### Importance of an Integrated Solution:

FileTrail provides color-coded label printing as part of a complete solution for records management, file tracking and label printing. Our solutions leverage a variety of technologies – color-coding, barcoding and RFID – to provide automation of the records lifecycle, from creation through archiving and final disposition.

Using color-coding as part of an integrated solution avoids common missteps. Standalone color-coding systems save time by streamlining the process of color-coding your files and applying consistent best practices. However, data must be entered to print labels, and this data is lost once the printing is done.. Reprinting a label means entering the data again.

When you implement an integrated solution, labels are printed using data from the file tracking system database. This data is entered once and preserved – or the data entry task may be eliminated by automated loading of data from other systems that trigger the creation of new files. And, re-printing labels can be done without entering data. In addition, all the data is searchable and can be used in searching, locating and reporting.



### Why Filetrail?

#### Superior Color Coding:

- ▶ Fully-integrated with a tracking solution
- ▶ Continue using label stock from your current label vendor
- ▶ Works with any Windows-ready color printer
- ▶ Works with standard Avery label stock
- ▶ No Open Source software (no concerns about IP infringement)
- ▶ No Fonts to install – works on every desktop

#### Superior Technology:

- ▶ Completely browser based
- ▶ Unlimited user-defined fields
- ▶ Tracking system supports both barcode or RFID
- ▶ Add physical records management to SharePoint

#### Requirements:

- ▶ OS: Windows (XP, Vista, or 7), Unix, Linux, Mac OS
- ▶ Other: Java Runtime Environment 6, release 25
- ▶ Browser: Current Browser (IE 7, Firefox 3, Safari 2, Chrome 6 or Opera 10)

## Color Coding with FileTrail

### Flexibility Of Design

FileTrail provides the ultimate in flexibility in the design of color-coded labels. With FileTrail you can continue using the end-tab and top-tab label stock from your current label vendor.

- ▶ Print on standard top-tab or end-tab folder label stock
- ▶ Design labels to use off-the-shelf label stock
- ▶ Match your existing label designs
- ▶ Match your existing label colors
- ▶ Use outline characters using any font and any color
- ▶ Design using bar codes, color codes and colored text



Example color-coding design on Avery 5161, 1" x 4" label.

