



iTrak[®]

Best Practices Module

V5

**Security
Surveillance
Risk Management
Loss Prevention
Solutions**



Flexible

- Integrates seamlessly into the iTrak desktop
- User friendly designer for managing and loading best practices
- Module specific best practices
- Daily log, incident file, subjects and personnel module support
- User definable best practices

Cost Efficient

- Client/server architecture provides a single centralized database for multiple properties
- Reduces time and resources to manage and maintain outdated paper manuals

Powerful

- Multiple key word searching
- Real-time best practice updates
- Information can be loaded from Word and other formats
- Ability to search policies and procedures easily throughout multiple modules
- Available to all iTrak users

In today's large multi-departmental company environments, managing, publishing and maintaining company best practices, policies and procedures can be an arduous task. Security, safety, human resources and other personnel tasked with maintaining paper manuals must deal with a process that is time consuming, expensive and outdated.

The iTrak Best Practices Module provides an online centralized repository to load company best practices, policies and procedures, safety and other workplace information from Microsoft Word and other formats. These in turn are immediately available to all iTrak users on the system with no requirement to maintain, print, copy and ship paper manuals.

The iTrak Best Practices Module allows for event specific policy and operating information to be loaded and maintained in a format that end users can access and search to determine and follow standard company procedures within the iTrak daily log, incident file, subject and personnel modules.

The Best Practices Module can be used to maintain, organize and publish Company Best Practices, Policies & Procedures (P&P), Standard Operating Procedures (SOP), Information Classification & Management (ICM), Workplace Safety & First Aid Information, Material Safety Handling Guidelines, Emergency Contact Information and more.

When a major event takes place within a corporation, it can be logged and dealt with appropriately, as company best practices are available while reporting on the event within the iTrak environment for quick and easy reference.

Anything that is pertinent to the company from a reference or policy perspective can be maintained and easily searched so that any event that occurs is dealt with and documented to company standard guidelines. This ultimately increases policy and procedural adoption, awareness and implementation by relevant employees.

In today's complex multi-departmental operations, maintenance, storage and dissemination of standard operating procedures is extremely expensive and difficult. The iTrak Best Practices Module provides a modular solution for risk management environments, ensuring timely access to accurate best practises information.

REQUIREMENTS

iTrak Client Software

- Microsoft® Windows 2000
- Microsoft® Windows XP

iTrak Client Hardware

- Pentium III 800MHZ or higher
- 512 MB RAM (1 GB recommended)
- 100 MB available disk space
- SVGA Monitor capable of a minimum of 800x600 resolution
- Network Card (Networked installations)
- CD-ROM Drive
- Mouse

SQL Server Software

- Microsoft® Windows 2000 Server with Service Pack 2 installed
- Microsoft® Windows 2003 Server with Service Pack 1 installed

SQL Server Hardware

- Pentium 4 2.0 GHz or higher
- 1 GB RAM (2 GB recommended)
- 350 MB available disk space
- SVGA Monitor capable of a minimum of 800x600 resolution
- Network Card (Networked installations)
- CD-ROM Drive
- Mouse

Microsoft® SQL Server™ 2000

- Microsoft Windows ® 2000 Server with Service Pack 2 installed and Microsoft SQL Server 2000 installed and set for Mixed Mode operation

Microsoft® SQL Server™ 2005

- Microsoft Windows ® 2000 Server with Service Pack 2 installed and Microsoft SQL Server 2005 installed and set for Mixed Mode operation

* SQL licences are not included in the price of the software.

Part Numbers

Best Practices Module requires the purchase of iTrak Enterprise or iTrak Lite.

30-1421A

**iTrak Enterprise: Best Practices Module (Supports Existing iTrak CALs)
Multi-Property SQL Platform**

30-1421B

**iTrak Lite: Best Practices Module (Supports Existing iTrak CALs)
Single-Property SQL Platform**

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iView Systems undertakes a continuous and intensive product development program to ensure that its software and systems perform to the highest standards. As a result, the specifications in this document are subject to change without notice.