

It's a familiar problem. You have thousands of documents—faculty transcripts, certificates, CVs, course syllabi—that are stored in various places, such as a shared network drive, on a document scanning system or maybe on paper.

Managing your credentials documents just got a lot easier with Xitracs File-Q™.

File-Q lets you take these documents and upload them in volume into the Xitracs Credentials module, where they can be viewed and profiled securely and efficiently. So give File-Q to your HR or IT department for a lot less work and easier access.



- **Upload documents in volume**

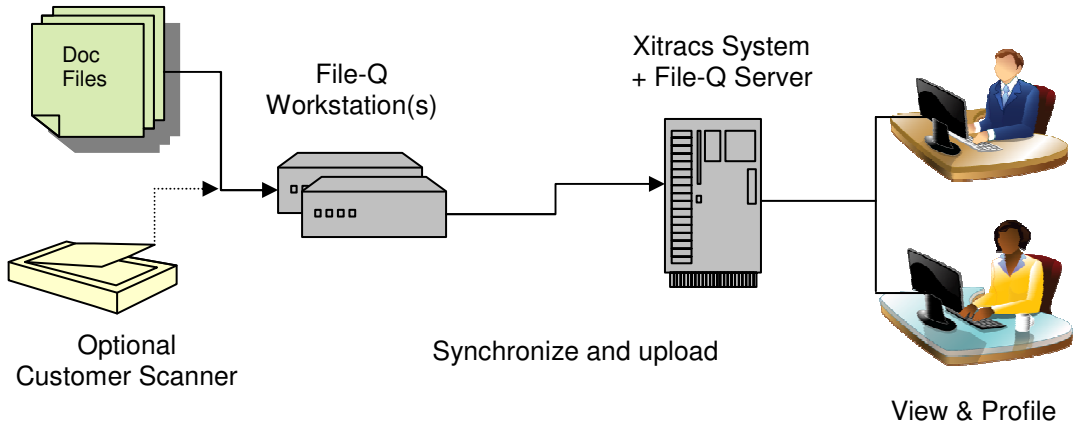
- Transcripts
- Certificates
- Course Syllabi
- CVs

- **Easy workflow & placement tools**

- **Secure encrypted transmission**

- **Increased productivity**

How it works: Document files (PDF preferred) are placed in a designated directory folder on one or more local File-Q workstations; these workstations can be located in various departments. The files can be existing items, for example from an intranet shared drive, or optionally generated from an in-house document scanning system. Each file is then automatically synchronized and uploaded into the Xitracs Credentials module to be viewed, profiled and stored, such as adding a transcript to a faculty qualification or a syllabus to a course. It's quick, easy and a great productivity tool.



To learn more about File-Q™ and the many other features in the complete Xitracs™ Accreditation Management System contact your Concord representative.

**Visit our website at www.xitracs.com or call us on 1-877-4XITRACS (1-877-494-8722)
Alternatively you can email us at xitracs@concord-usa.com**

Xitracs File-Q™