

Housing Authority of New Orleans

FILE TRACKER

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IT Department

Housing Authority of New Orleans

FILE TRACKER

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OUTLINE

-  Objective
-  Features
-  Demo

File
Tracker



Request Files and
document Purged
Files



OBJECTIVE

Features

Files



Files

Files

Maintain accurate record of destroyed files.

Boxes



Boxes

Boxes

Maintain count and traction for location of files in boxes.

Users



Users

Users

Manage users who have access to the system.

Requests

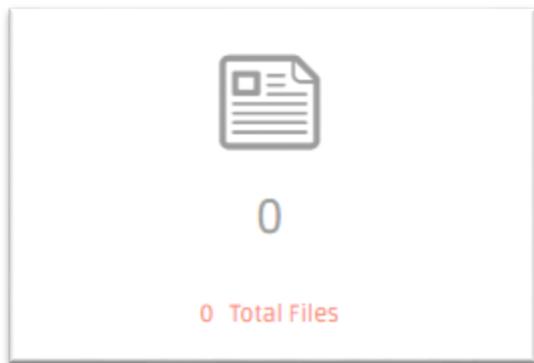


Requests

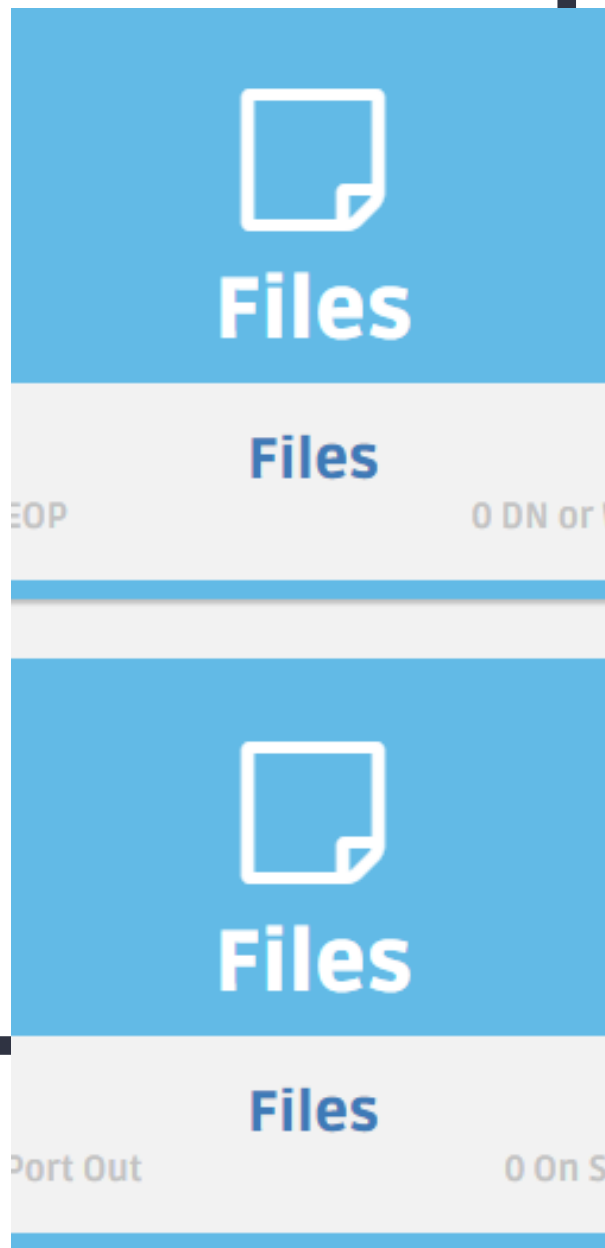
Requests

Solicit files needed for clients and inspection.

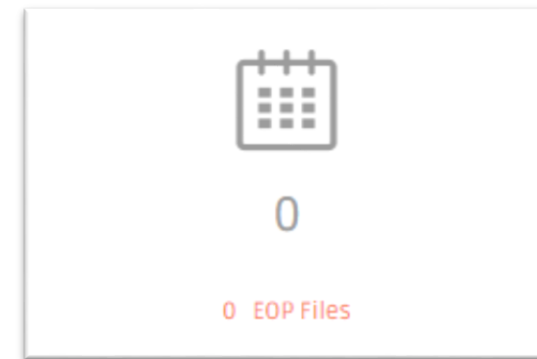
Create



- Only **create** Files for Purging
- File Information must contain:
 - First & Last Name, Last Four of SSN
 - Purge Type & Date
 - Box
 - Location
 - Notes

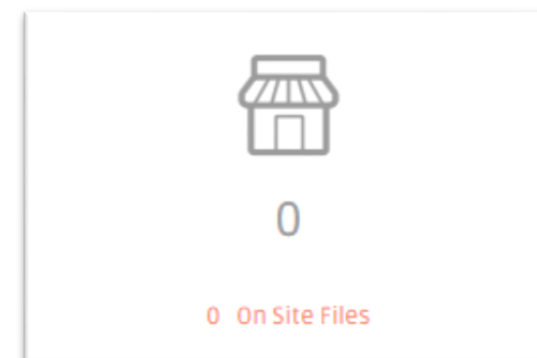


Purge Type



- How Client left HCV Program
 - EOP | Denial/Withdrawal | Port Out

Location

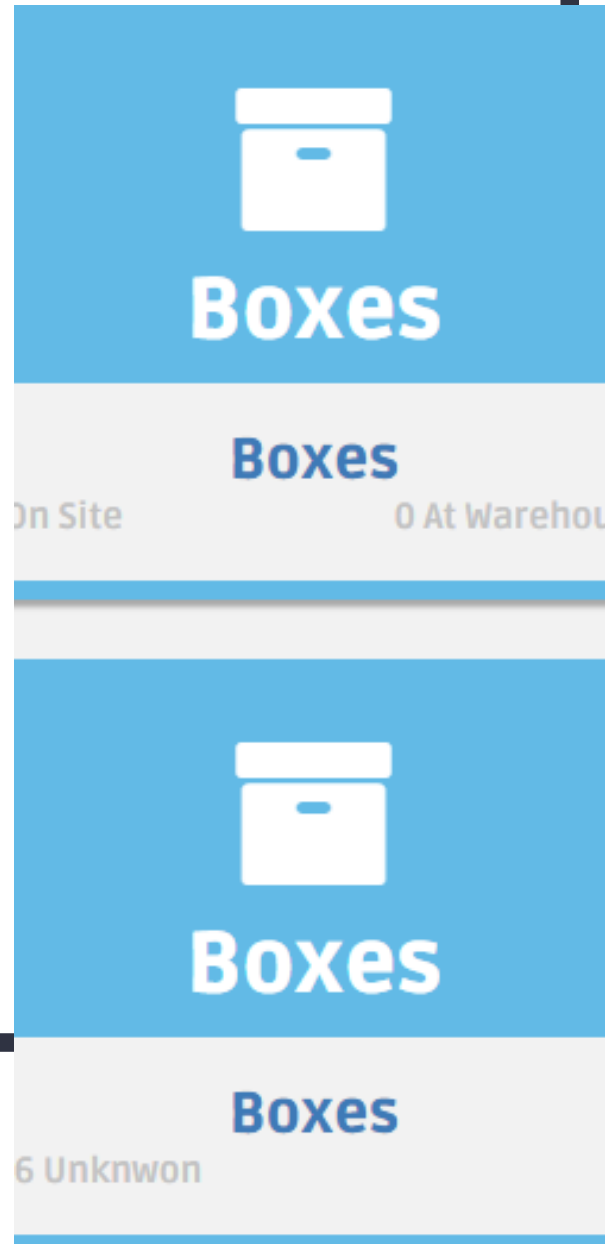


- Where the File is Located
 - On Site | Warehouse | Unknown

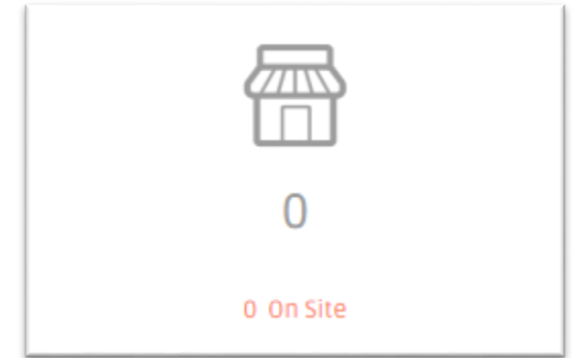
Create



- Only **create** Boxes for Purging
- Box Information must contain:
 - Box Number
 - Year
 - Anticipated Delivery Date to Warehouse
 - Location

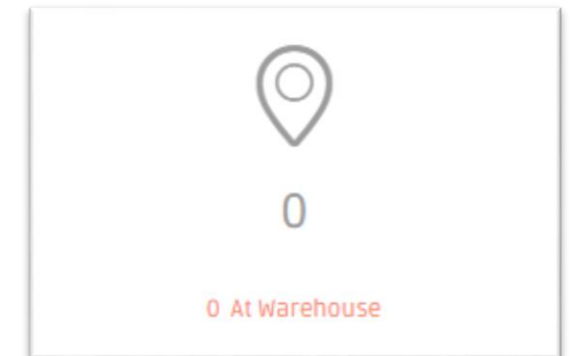


Info



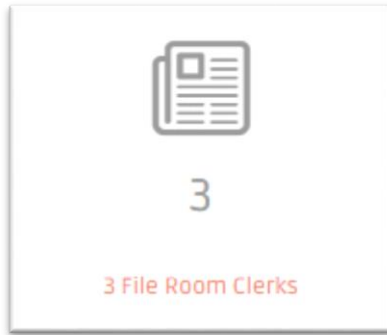
- Update Box Information
- View Files in Boxes

Location



- Where the Box is Located
 - On Site | Warehouse | Unknown

File Room Clerk

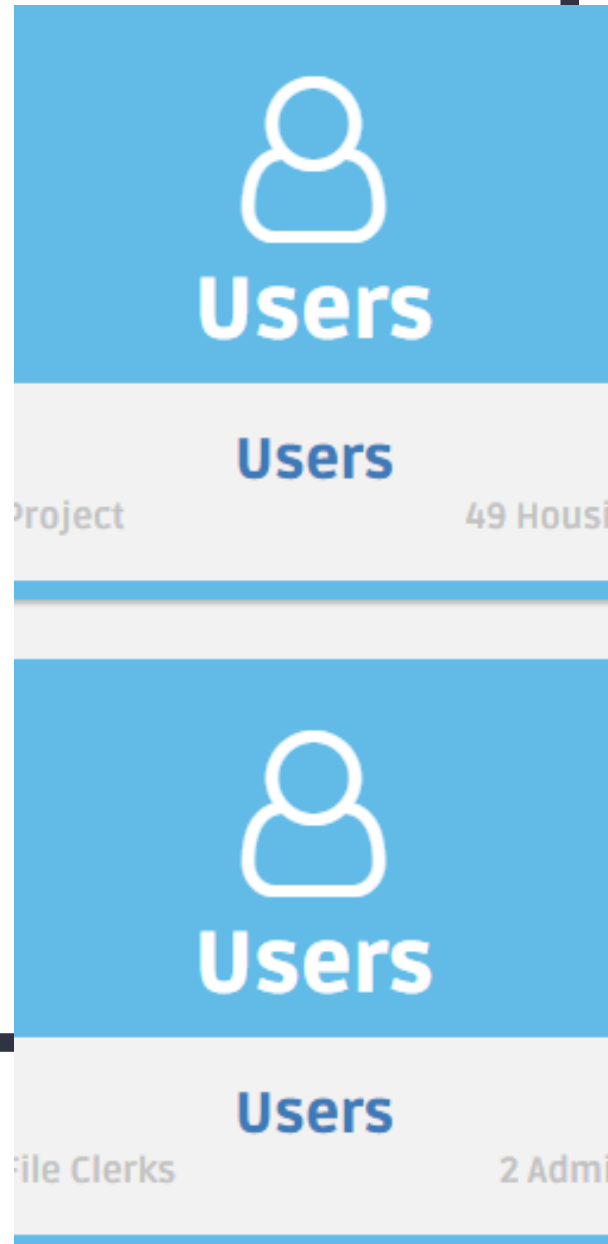


- View Requests from all Users
- Export Requests to Excel

Housing Specialist



- Create a Request
- Check Out, Request Pick Up and Check In for Requests

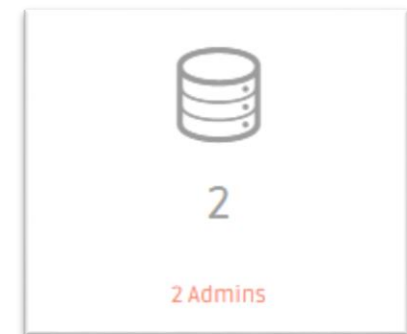


Project Specialist



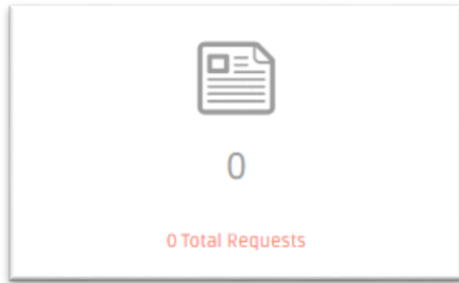
- Create Files to be Purge
- Create Boxes for Files that will be Purged
- Create a Request
- Check Out, Request Pick Up and Check In for Requests

Admin



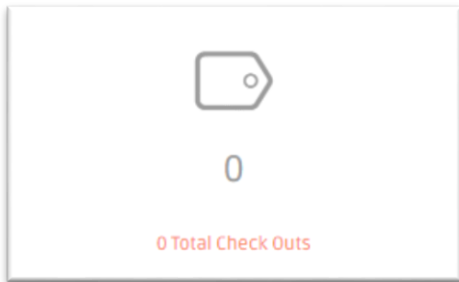
- All Aforementioned Features
- Create & Edit User

Create



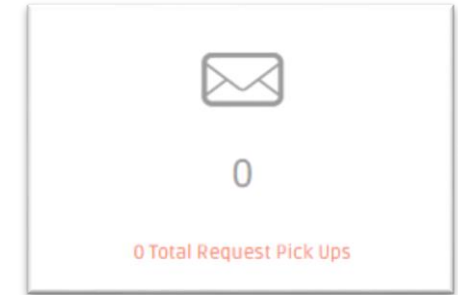
- Create a Request for a File
 - Client First & Last name | Last Four of SSN

Check Out



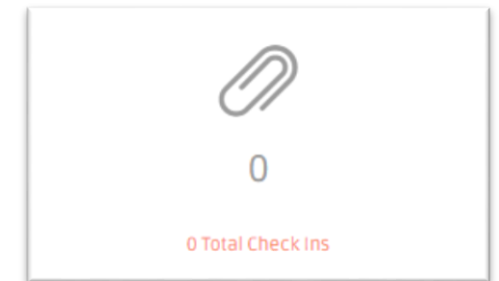
- Indication that the user has received the File

Request Pick Up

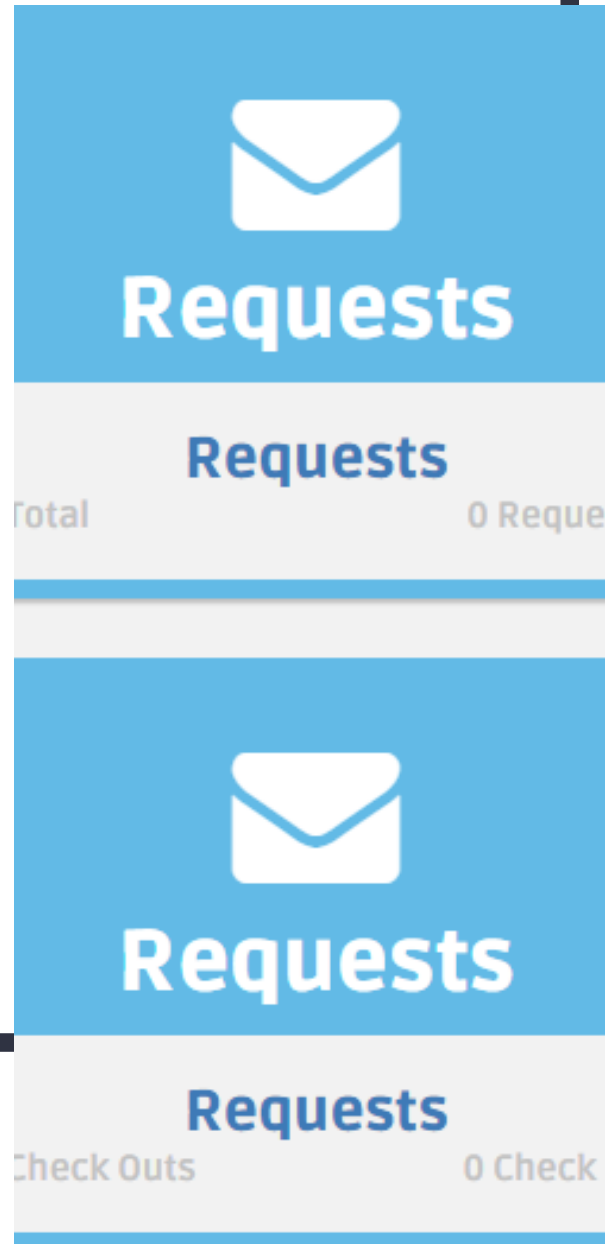


- Indication to File Clerk for Pick Up

Check In



- Indication the user has given the File to Clerk



A background image of blue metal lockers with silver handles, arranged in a grid. The image is partially obscured by a white and yellow graphic on the right side.

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Demo

Thank You