

# TheRecord Manager

**TheRecord Manager™** is a software solution designed for courts that desire more control over the management of their digital content (recordings and associated log sheets). When combined with either FTR Reporter™<sup>1</sup> or FTR Reporter™ AV<sup>1</sup>, TheRecord Manager delivers a rich feature set that offers maximum versatility and convenience, and enables simple yet effective management of all FTR content.

Valuable features of the combined TheRecord Manager/FTR Reporter solution include:

- Real-time or post-sealing of select proceedings to CD/DVD or a protected network folder
- Scheduled<sup>2</sup> creation of duplicate recordings in industry-standard MP3 format
- Concurrent dual archiving to both optical media and a network location
- Migrating or copying recordings to another location on the network, local disk or removable media
- Save selected portions of recordings in MP3 format



TheRecord Manager can also be used independent of FTR Reporter to manage pre-recorded content generated using FTR court recording solutions. When implemented as a standalone solution, it includes all of the capabilities listed above with the exception of real-time sealing of proceedings and concurrent dual archiving.

## Benefits of TheRecord Manager

### *Simple and reliable access control*

- On-demand, real-time sealing of select proceedings ensures that access to that content is restricted to authorized personnel only
- Alternatively, post-sealing of specific content enables isolation of, and restricted access to, those select previously recorded proceedings
- Options to also place log sheets under seal, and either remove them from the general archive or redact the general archive copy, provides an additional level of flexibility and security

### *Improved redundancy & convenience*

- Maintaining duplicate recordings in industry-standard MP3 format mitigates any concerns regarding future dependence on FTR review applications, as well as allowing for broader content access options
- Simultaneous dual archiving to a network location as well as optical media provides an increased level of redundancy & expanded access convenience

### *Enhanced user experience*

- Efficient & integrated user interface streamlines the overall content management process
- Dedicated application for effectively managing a multitude of recordings and log sheets provides time savings and workflow improvement

<sup>1</sup> Version 5.2 or later

<sup>2</sup> Requires the use of Microsoft Windows Task Scheduler (included with Microsoft Windows)

<sup>3</sup> Requires FTR Reporter or FTR Reporter AV - version 5.2 or later

## KEY FEATURES

- Seal proceedings
- Dual archive<sup>3</sup>
- MP3 format conversion
- Content management

# TheRecord Manager

## Recommended System Requirements Version 5.2

### *TheRecord Manager with FTR Reporter™*

Use the specifications found on the FTR Reporter Recommended System Requirements Card.

### *TheRecord Manager with TheRecord Player™*

Windows® XP Professional SP3 with:  
- 2.4 GHz Intel® Celeron® processor (small video), or  
- 3.2 GHz Pentium® 4 with HT processor (large video)  
- 512 MB memory

Windows Vista® Business SP1 with:  
- 3.2 GHz Pentium® 4 with HT processor  
(small or large video)  
- 1 GB memory

- 800 x 600 (small video) / 1024 x 768 (large video)  
High color (16 bit) display  
- Network connection for access to online archive  
- CD or DVD recordable drive or removable storage drive for offline storage

Compatible with Novell® NetWare® 6.5 SP7 and Novell® Client™ 4.91 SP4 for Windows® XP/2003. Compatibility with Novell® Client™ for Windows Vista® may require custom configuration or updated software from Novell®.

*NOTE: As with any software there are hardware and software requirements which need to be in place prior to installing and using FTR Gold® software. While this list shows the recommended system requirements, it is important to be aware that using additional programs may require a higher specification.*

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## *How TheRecord Manager helps your court function more effectively*

### **Court Clerks and Electronic Court Reporters (ECR)**

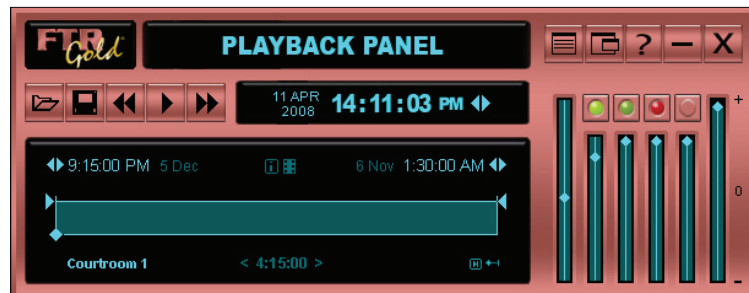
- Seal select proceedings in real-time<sup>3</sup>, or post-recording, at the push of a button
- Optionally, also seal log sheets that are associated with specific sealed recordings
- Copy all recordings and log sheets associated with a case to a single CD/DVD for convenient transcription
- Seal proceedings to either optical media or a protected network folder
- Simultaneously<sup>3</sup> archive proceedings to both optical media and a network folder for additional redundancy

### **Judges and Hearing Officers**

- Confidence in knowing that any current<sup>3</sup> or previously recorded proceeding can be sealed on-demand for restricted access
- Flexibility of storing sealed recordings either to a protected network folder or to physically isolated optical media
- Elect to include log sheets under seal, and either remove or redact the generally archived log sheets in order to restrict access to potentially sensitive notes

### **IT/Network Administrators**

- Quickly and easily copy or distribute content through a consolidated and streamlined interface
- Easily restrict access to recordings and log sheets at the push of a button
- Enjoy the convenience of being able to manually migrate or back-up content to offline storage
- Mitigate concerns regarding future dependence on FTR review applications by automatically maintaining a duplicate of recordings in industry-standard MP3 format



<sup>3</sup> Requires FTR Reporter or FTR Reporter AV - version 5.2 or later

FTR LIMITED  
2901 North Central Avenue  
Suite 400  
Phoenix, AZ 85012  
toll free 877.650.0958  
tel 602.650.0958  
fax 602.385.4990  
[www.fortherecord.com](http://www.fortherecord.com)

FTR PTY LTD  
Suite 7  
16 Brodie Hall Drive  
Technology Park  
Bentley 6102  
Perth, Western Australia  
tel 61 8.9470.4366  
fax 61 8.9470.4310

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