

CASO Document Management Provides Complete Chain of Custody with Asset Panda Tracking Software

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CASO Document Management (CDM) ensures the safe transport of your valuable documents throughout the scanning life cycle using Asset Panda® carton tracking software.

Each carton is assigned a unique barcode and ID, enabling quick and easy tracking and reporting on each carton from creation to processing to project completion.

How it Works

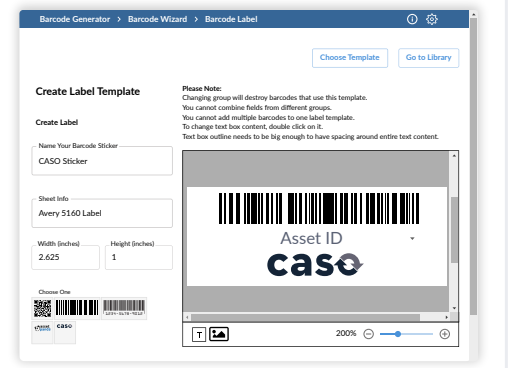
Asset Panda works behind the scenes, so there's nothing to do but enjoy peace-of-mind as your documents move through our professional scanning process. We've designed our system to track all essential information about each carton through the following 4 Steps:

Step 1

CDM Service Record



- A new Service Record is created for each carton in the client's project
- Each carton is assigned a unique barcode



Step 2

We pick up the boxes



- The CDM team arrives with pre-printed barcodes that are attached to cartons based on client specs
- The CDM team compiles a spreadsheet with carton details for second-level inventory
- Cartons are transported by GPS equipped trucks and a tracking number is assigned to the shipped pallet of cartons

Step 3

CDM Second Level Inventory



- Cartons arrive at CDM and second-stage inventory begins
- Facilities team reviews spreadsheet for accuracy
- Facilities team updates Asset Panda records based on the spreadsheet, including a shelf position for each carton

Step 4

CDM Project Completion



- CDM Operations informs Facilities team that all tasks are completed
- Electronic images are delivered to client
- Client provides sign-off for return or shredding of documents
- The cartons will either be marked for return or professionally destroyed with a Certificate of Destruction provided to the client
- Records in Asset Panda are archived

“Asset Panda helps us protect and track our client’s important records - and allows our clients to easily view their cartons status in our web portal.”

- Lana Tamaro, CEO of CASO Document Management

Every action related to the cartons is recorded in Asset Panda, providing full transparency and accountability for document handling, processing, and return or destruction.

To learn more about CDM Carton Tracking and all the ways we keep your records secure, contact us today!