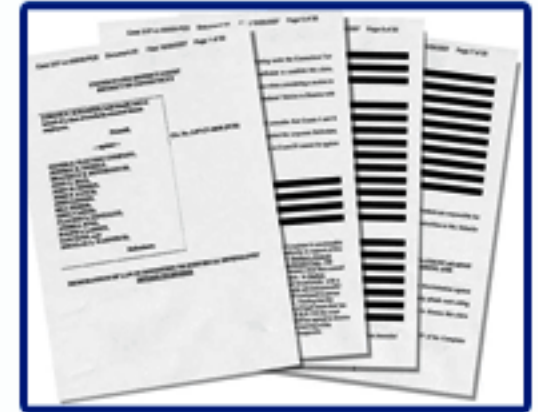


TrackDocument can help businesses to reduce the number of files lost and increase the speed of locating a file required for processing. It allows check in, check out of documents and will also enable work flow based document processing.

This application is a document entry and tracking system that eliminates the requirement for the generation of paper documents, reduces the operational costs and requirements to physically tracking documents between Admin and Disbursing sites, and increases production time. Properly tracked documents provide cost savings in terms of reduced effort to locate a document, redo or rewrite a document and also prevent lost documents.



TRACKDocument helps reduce the occurrence of lost documents, and provides a centralized repository where documents can be tracked instantaneously enterprise wide. All the departments and sections with in the enterprise will have access to this system.



Advantages of document tracking can be realized for organizations with lot of customer documentation tracking needs and government sectors. The application also allows enterprises to adhere to government standards for file archival and enabled quick peek at the scanned content by just scanning the file or searching for it using the built in power search capabilities.

## Document Tracking

- Track files and physical documents
- Quick RFID scan allows to browse scanned contents of file quickly
- Allows check in check out by users
- Keeps track of check out period and delays
- Maintains audit trail of events on file
- Allows maintaining status of file (In process, complete etc)
- Allows searching for file from group of file by handheld scanner



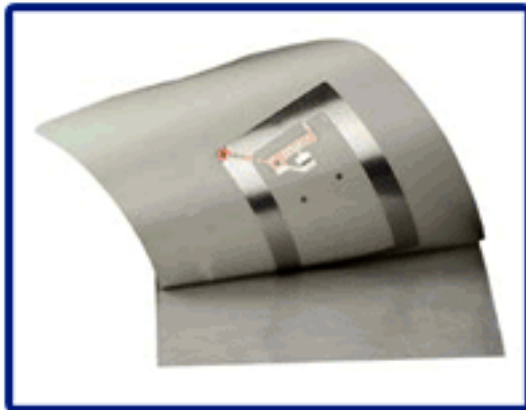
## Workflow Management

- Manages business work flow of physical documents
- Business rules engine allows administration to create process of different type of documents
- Streamline processes and reduce cost incurred due to inefficient processes
- Business intelligence to remove bottlenecks
- Custom fields to track documents in any industry verticals
- Security and access to document properties for authorized personnel only

Track Document gives a simple solution to manage the shelves as well as racks which can be created along with useful information like creating 'n' number of user defined shelves in a rack. In this Application, a shelf or a rack can be created along with useful information like shelf Name, shelf Code, Passive RFID, Barcode or Rack Name, Rack Code, Passive RFID and Barcode. Multiple shelves can be added in a rack.

RFID is the right technology of choice to implement document tracking. No line of sight required as detection can go through the document. Document Information such as current location of the document, date & time when the document is loaned/borrowed along with the status can be tracked using TRACK-DOCUMENT by its RFID unique number.

RFID technology enables a break-through revolution in tracking documents. It is especially beneficial in those environments where the documents are of high value to the organization, and the temporary or permanent loss of a document would have significant negative impact.



An RFID document-tracking system saves time and money by drastically reducing:

- The financial and legal impact associated with losing documents
- Eliminate manual searches for files
- Streamline check-in and check-out
- Perform file room or desk audits quickly
- Eliminate duplication of files
- Improve productivity and reduces costs
- Passively track files as staff walk around

**For sales enquiry please contact [sales@trackitme.com](mailto:sales@trackitme.com)**

**Dubai Office :**

**TrackIT Solutions FZ LLC**

**P O Box 500423, Building 14, #117**

**Dubai Internet City**

**Dubai, United Arab Emirates**

**Ph: +971 4 360 2786 Fax: +971 4 368 6771**

**India Office :**

**TrackIT Tech Systems (P) Ltd**

**#32, Beema Mansion, Jafar Ali Bagh**

**RajBhavan Road, Somajiguda**

**Hyderabad, A.P. INDIA**

**Ph : +91 40 23300625 Fax : +91 40 40038039**

**[www.trackitme.com](http://www.trackitme.com)**