## Track Smart File Tracking – Registry – Records Mgmt.

A Peach Innovation

**Registry** In-ward Acceptance & Outward Dispatch of Files





## Track Smart Registry



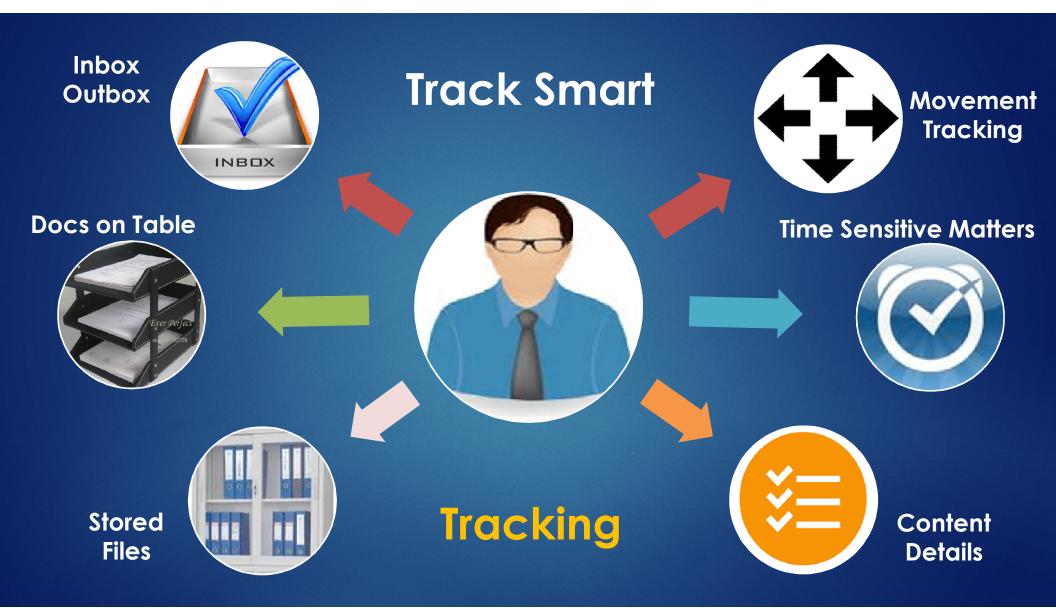
**Inbox Alert to Recipient** 

Time Sensitive Matters auto-tagged

Inward/Outward Log

Package:       żula       **         Mode:       ἐ-s Ślala ł       *         betails:       żalawis uża       *         Sender's Details:       zalawis uża       *         Category:       situlas sważski, situlas uża       *         Name:       al. situlas sważski, situlas z ważski, state:       *         Address:       al. situlas z ważski, situlas z ważski, state:       *         Town:       situlas z ważski code:       382011         Town:       situlas z ważski code:       382011         India       State:       Gujarat       *         No< Yes       10       Days       Date By:	Recei	pt	Inward Regis	try
Mode:       kas Stellal       v         Mode:       kas Stellal       v         Details:       zedlaus uka       v         Sender's Details       v       category:       ukas seal         Category:       ukus seal       v       matter:       category:       ukas         Name:       nu. suátucas seal attas se	Date:		No.:	013140039001 * Date/Time: 14-May-2014 05:2
Mode:       È+5 Slella 2l       ✓         Details:       2       2         Sender's Details-       Category:       2         Category:       01101+012 % cRil       ✓         Name:       -       1.1. S12UICLS & 10% ARSH_0 itUl+012       ✓         Address:       -       S12UICLS & 10% ARSH_0 itUl+012       ✓         Address:       -       S12UICLS & 10% ARSH_0 is 2dl sci2c2 & s2dl, alse          Town:       DitUl=012       * Postal Code:       382011       *         Country:       India       State:       Gujarat       *         No.:       % -i./Redu/438       Date:       01-May-2014       Not Informed         Date:       01-May-2014       Not Informed       Pepartment:       ¥2ell %uwu       ✓       Designation:       ¥2ell %uwu (seuis)	Package:	ટપાલ 🗸 👻	Subject:	સ્વિપ કાર્યક્રમ ઠેઠળ તાલકા લેવલે કાર્યક્રમો નં આયોજન કરવા બાબત
Sender's Details   Category:   Aitlenar:   Matter:   Address:   Al. siziucis sixArd, nitilenar:   Town:   Nitilenar:   Postal Code:   382011   Country:   India   State:   Gujarat      No:   %	Mode:	ફેન્ડ ડીલીવરી 🗸		3 3
Sender's Details         Category:       oiltileole system         Name:       el. siduices system         el. siduices system       ofference         Not::       State:         Not::       State:         Outrow       India         Sender's Reference         No.::       State:         Outrow       India         No.::       State:         Outrow       Not Informed	Details:	રવીભાઇ પટેલ	C-1	
Category:       Ditllance 2000000000000000000000000000000000000	Sende	er's Details	Category:	
Name:       الله الفلال الفلالفل			Matter:	લોકસભા ✓ <sup>™</sup> Details
No.: State:   Sender's Reference     No.:   State:   Date:   01-May-2014   Not Informed   No.:     State:     Type:     Priority:     No.:     State:     Sender's Reference     No.:     State:     Date:     01-May-2014     No.:     State:     Date:     Date:     Date:     Date:     Date:     Date:     Difference     Priority:     High     Priority:     High     Confidentiality:     No.:     State:     Date:     Difference     Priority:     High     Confidentiality:     Not Informed     Priority:     Priority: <td></td> <td></td> <td>Notes:</td> <td></td>			Notes:	
Town: Date:   01-May-2014      Town:   01-May-2014      No.:   Town:   01-May-2014      No.:   Town:   10   Type:   01-May-2014      No.:   Type:   01-May-2014      No.:   Type:   01-May-2014      No.:      Type:   Type:         Type:            Type:   Type:          Type:         Type:   Type:            Type:   Type:          Type: No:     Type: No: <td>Address:</td> <td>ના. કાર્યપાલક ઇજનેરશ્રીની કચેરી કલેકટર કચેરી,</td> <td></td> <td></td>	Address:	ના. કાર્યપાલક ઇજનેરશ્રીની કચેરી કલેકટર કચેરી,		
Town:       Date:       Date:       Date:       Date:       01-May-2014       Not Informed			Type:	
Country:       India       V State:       Gujarat       V         Sender's Reference       Priority:       High       Confidentiality:       Not Confidential         No.:       %	Town:			
Sender's Reference     Recipient       No.:     श्व.नं./स्विप/438       Date:     01-May-2014       Not Informed     Department:	Country:	India v State: Gujarat v	Time Sensitivity:	O No O Yes 10 Days Date By:
No.: %L.નં./સ્વે.પ/438 Date: 01-May-2014 Dot Informed Recipient Department: 일간인 શાખા 🗙 Designation: 일간인 શાખા (કલાર્ક)	Sonda	r's Reference	Priority:	High v Confidentiality: Not Confidential
Date: 01-May-2014 Department: עַׂכעל אושע אי Designation: עַכעל אושע (אַכעל אושע)			<u> </u>	
Department: યુંટણી શાખા 🗸 👻 Designation: યુંટણી શાખા (કલાકે)				
			Department:	ચુંટણી શાખા ✓ <sup>★</sup> Designation: ચુંટણી શાખા (કલાર્ક)

**File Tracking** Monitoring & Action on Files & Documents



Tracks	Sma	.rt	Inv	ward	Outward	New Document With Me Record Rep	orts Logout		BS	Vasaiya - Dy. M	amlatdar - Mahekam	n	
	Summ	ary		S	ource Documer	nt Information Movement Notes Store Informa	ition						
Status	Total	On Table	Stored	r	No.:	148600000022 Date: 13-Aug-2014							
Time Sensitive	1	<u>0</u>	1		Subject:	પુન:તાલુકા બદલી કરવા બાબત.							
Overdue	1	<u>0</u>	1		Category:	અરજીઓ (અન્ય)	5						
Pending	1	<u>0</u>	1	1	Matter:	રજુઆત 🗸 Details							
Completed	<u>0</u>	<u>0</u>	<u>0</u>		Гуре:	🖲 Paper 🔘 File							
Other	3	3	<u>0</u>	1	Time Sensitivity:	No Yes Priority: Low	¥						
Total	4	<u>3</u>	1		Days:	10 Date By: 23-Aug-2014							
Pending For	rward:		<u>0</u>		Confidentiality:	Not Confidential							
Pending Inv	ward		1										
	Moven	nent		Ma	ark as Complete	Outward Add Notes Forward Restore Ad	d To File Split File Expo	t to Excel	View Doc:	s Cancel			
		Inbox	Outbox	No	Barcode 1		Mattar	Time	Chabus	In since	0	Turne	
Registry		<u>141</u>	<u>0</u>	NO.	barcoue i	Name	<u>Matter</u>	<u>Time</u> sensitive	<u>Status</u>	<u>In since</u>	<u>Officer name &amp;</u> <u>department</u>	Туре	
General		1	2	1	14860000022	પુન:તાલુકા બદલી કરવા બાબત.	અરજીઓ (અન્ચ) - રજુઆત		Overdue	13-Aug-14 4:41PM	Inward - Inward	Р	
Department	t	<u>0</u>	<u>0</u>	2	14860000045	શ્રીમતી ફિરવા વી.અજબાની,ના મામલતદાનીં અનિયમિતતા તથા રજા	આંતરિક વઠીવટી બાબતો - અન્ય		Completed	and statements	Inward - Inward	P	
Total		<u>142</u>	2			મંજૂર કરાવ્યા સિવાય ગેરકાજર રકેવા બાબત.	(આંતરિક વફીવટી બાબત)			10:17AM	recepted white sectores in the sectores		
	Follow	-ups		3		માતાકીય પ્રાથમિક તપાસના કેસો છોટાઉદેપૂર જિલ્લો જૂદો પડવાથી	આંતરિક વકીવટી બાબતો - અન્ય		Completed		Inward - Inward	Ρ	
Dispatches		-	<u>0</u>			તબદીલ કરવા બાબત.	(આંતરિક વફીવટી બાબત)			10:17AM			
My Docume	nts		00	4		૪મીન મહેસ્લના વહીવટમાં રોકાચેરલા અધિકારીશ્રીઓ/કર્મચારેઓને તાલીમ આપવા બાબત.	આંતરિક વઠીવટી બાબતો - અન્ય (આંતરિક વઠીવટી બાબત)		Completed	25-Dec-14 10:20AM	Inward - Inward	Ρ	
Non Moving	Docs	1week	<ul> <li>✓ <u>00</u></li> </ul>			પાલાન ખાયબા બાબત.	(આલારક પશપટા બાબત)						

R A C K N G

	Sumn		ſ		
Status	Total	On Table	Stored		
Time Sensitive	1	Q	1		
Overdue	1	<u>0</u>	1		
Pending	1	<u>0</u>	0 1		
Completed	<u>0</u>	<u>0</u>	<u>0</u>		
Other	3	3	3 0		
Total	4	3	1		
Pending For	ward:		<u>0</u>		
Pending Inv	vard		1		
	Moven	nent			
		Inbox	Outbox		
Registry		<u>141</u>	<u>0</u>		
General		1	2		
Department		<u>0</u>	<u>0</u>		
Total		<u>142</u>	2		
	Follow	-ups			
Dispatches			0		
My Documer	nts		00		
Non Moving	1week	× 00			

Shows Summary of Files. Highlights Time Sensitive files, Pending & Overdue. Click on the number shows the File details

Shows Forwarded files yet to be accepted by the recipient. Shows Files to be inwarded from others

Shows Files to be accepted from Registry and other sources. Shows Files yet to be dispatched by Registry.

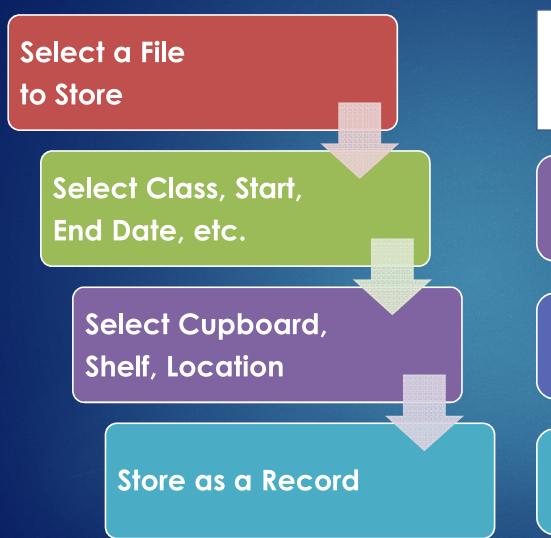
Shows Non Moving Files, Pending Dispatches



S	ource Docume	nt Information Movement Notes Store Inform	ation	-					
r	lo.:	148600000022 Date: 13-Aug-2014	• For	• Forwarding					
5	Subject:	પુન:તાલુકા બદલી કરવા બાબત.	Notes						
C	ategory:	અરજીઓ (અન્ય)	New Docs / Files						
N	latter:	રજુઆત 🗸 Detail	Details     Storage / Remov						
1	ype:	Paper Sile			ctions				
2	ime Sensitivity:	No Yes Priority: Low				nplete			
C	ays:	10 Date By: 23-Aug-2014							
0	confidentiality:	Not Confidential	• 380	arch					
Ma	ark as Complete	Outward Add Notes Forward Restore Ad	Id To File Split File Expo	rt to Excel	View Doc	SCancel			
No.	<u>Barcode</u>	Name	<u>Matter</u>	<u>Time</u> sensitive	<u>Status</u>	<u>In since</u>			
1	148600000022	પુન:તાલુકા બદલી કરવા બાબત.	અરજીઓ (અન્ચ) - રજુઆત	13-Aug-14 4:41PM					
2	<u>148600000045</u>	શ્રીમતી ફિરવા વી.અજબાની,ના મામલતદાર્ની અનિયમિતતા તથા રજા મંજૂર કરાવ્યા સિવાય ગેરકાજર રફેવા બાબત.	આંતરિક વફીવટી બાબતો - અન્ય (આંતરિક વફીવટી બાબત)		Completed	25-Dec-14 10:17AM			
3	<u>148600000060</u>	ખાતાકીય પ્રાથમિક તપાસના કેસો છોટાઉદેપૂર જિલ્લો જૂદો પડવાથી તબદીલ કરવા બાબત.	આંતરિક વફીવટી બાબતો - અન્ય 🔲 Completed (આંતરિક વફીવટી બાબત)			25-Dec-14 10:17AM			
4	<u>148600000074</u>	જમીન મકેસ્લના વકીવટમાં રોકાઘેરલા અધિકારીશ્રીઓ/કર્મચારેઓને તાલીમ આપવા બાબત.	આંતરિક વફીવટી બાબતો - અન્ય (આંતરિક વફીવટી બાબત)		Completed	25-Dec-14 10:20AM			

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			Mob	ile Tro	ackir	ng		<		dhina porati	gar Municipal Ion
M O	💌 📼 🖴 🔹 🕅 🗑 🛱 📶 🚔 2:39 Gandhinagar Municipal Corporati		∠ Gi	andhina andhina	gar Mun		2:45 PM	$\left[ \right]$	Docume Number		153370000077
B	File Status				acking ( 37000007				Submitte :-	ed By	શ્રી સ્વામિનારાયણ ટી સ્ટોલ
I				9979	9116496				Submitte :-	ed On	18–Mar–2015 5:06 PM
L					Track				Subject		કેશ મેમો / ડેબીટ મેમો
E	<b>(GMC</b>								Curre Officer	r	atus ાાલસિંહ વાઘેલા – ૨જીસ્ટ્રી કલાર્ક
	Gandhinagar Municipal Corporat	ion	Track Sr	nart		A <u>Peach</u>	Product		Since	18-N	lar—2015  5:09 PM (20 Day
Α			*	1	2	3	-		Status	Inwar	ď
Ρ			+	4	5	6	o				listory
			#	7	8	9	Ø		Location		In Time
Ρ	Track Smart A <u>Peach</u> Prod	uct	<b>~</b>	ABC	0		Done		રજીક્ટ્રી શ રજીક્ટ્રી શ		18-Mar-2015 5:09 PM
	Track Smart A <u>reach</u> prod							Tra	ack Sma	irt	A <u>Peach</u> Product

**Classified Records Management** Archives, Track and Time-bound Disposal



## Track Smart Records Management

Easy Search of a Stored Record

**Reminder for disposal of Record** 

**Disposal of a Record** 

	Summar	v		Document Detail		tails
Status	Store	Inbox	Total	Barcode No.: 010140001000 Date: 14-May-2014	Class:	้วเ
Requests	<u>0</u>	<u>0</u>	<u>0</u>	Subject: วาชอเส อนอนเมตร มนเสี ยเอา วออร สโ ยสม ร้อง	Start Date:	14-May-2014
	Locatior	IS		અટકાયત માં લેવા બાબાત	End Date:	14-May-2019
± ۶-073			^	Category: ২৪।ইস	Assesement	14-May-2016
⊕ <b>8-07</b> 4				Matter: ચીટનીશ - ડી.સી. v Details	Date:	
⊕ \$-075 ⊕ \$-076				Notes:	No. of Pages:	123
⊞ 8-077				Document Type: File v Ref. No.: Vasi-12/12/2011	Location [	Details ——
 ⊕ 8-078				Ver. No., Ver. No.,	Cupboard:	8-105
⊕ 8-105				Department Detail	Shelf:	સ-1
⊕ 8-106 ⊕ 8-107				Department: ચીટનીશ 🗸 Designation: ચીટનીશ 🗸	Box:	પો-001
⊕ 5-108 ⊕ 5-108				Name: શ્રીમતી જે. એન. ઝરૂ 🗸		
⊕ 8-109			~			
Pen	ding Dis	posal		Store Cancel		
Department:	<all></all>		~			
Category:	<all></all>		~			
	<aii></aii>		-	· · · · · · · · · · · · · · · · · · ·		

## Thank You!

Peach Technovations Pvt. Ltd.

www.tracksmartonline.com