

# Track Smart

File Tracking – Registry – Records Mgmt.

*A Peach Innovation*

# Registry

In-ward Acceptance & Outward Dispatch of Files





**Delivers Mail**



**Barcode Tagged**

**Log of Sender,  
Delivery Mode,  
Subject,  
Recipient  
(auto-selected)**



# Track Smart Registry



**Inbox Alert to Recipient**

**Time Sensitive Matters  
auto-tagged**

**Inward/Outward Log**



**SMS to Sender**



**Ack. Slip Print**



## Receipt

Date:	14-May-2014 *	Time:	05:25 PM
Package:	ટપાલ *		
Mode:	હેન્ડ ડીલીવરી *		
Details:	રવીભાઇ પટેલ		

## Sender's Details

Category:	ગાંધીનગર જીલ્લો *		
Name:	ના. કાર્યપાલક ઇજનેરશ્રી, ગાંધીનગર *		
Address:	ના. કાર્યપાલક ઇજનેરશ્રીની કચેરી કલેક્ટર કચેરી, સેક્ટર-૧૧		
Town:	ગાંધીનગર *	Postal Code:	382011 *
Country:	India	State:	Gujarat

## Sender's Reference

No.:	જા.નં./સ્વિપ/438
Date:	01-May-2014 <input type="checkbox"/> Not Informed
Subject:	સ્વિપ કાર્યક્રમ હેઠળ તાલુકા લેવલે કાર્યક્રમો નું આયોજન કરવા બાબત
Registry Acknowledgment No.:	013140039001

## Inward Registry

No.:	013140039001 *	Date/Time:	14-May-2014 05:25 PM
Subject:	સ્વિપ કાર્યક્રમ હેઠળ તાલુકા લેવલે કાર્યક્રમો નું આયોજન કરવા બાબત *		
Category:	ચૂંટણી *		
Matter:	લોકસભા *	<a href="#">Details</a>	
Notes:			
Type:	<input checked="" type="radio"/> Paper <input type="radio"/> File		
Time Sensitivity:	<input type="radio"/> No <input checked="" type="radio"/> Yes	10 Days	Date By: <input type="text"/>
Priority:	High	Confidentiality:	Not Confidential

## Recipient

Department:	ચૂંટણી શાખા *	Designation:	ચૂંટણી શાખા (કલાર્ક) *
Officer Name:	એચ. એમ. નાયક *		



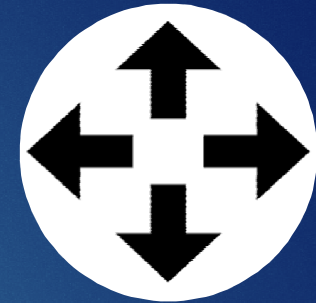
# File Tracking

Monitoring & Action on Files & Documents

Inbox  
Outbox

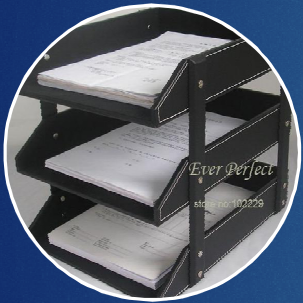


# Track Smart



Movement  
Tracking

Docs on Table



Time Sensitive Matters



Stored  
Files



# Tracking



Content  
Details



Summary			
Status	Total	On Table	Stored
<b>Time Sensitive</b>	1	0	1
Overdue	1	0	1
Pending	1	0	1
Completed	0	0	0
<b>Other</b>	3	3	0
<b>Total</b>	4	3	1
Pending Forward:		0	
Pending Inward		1	
Movement			
	Inbox	Outbox	
Registry	141	0	
General	1	2	
Department	0	0	
<b>Total</b>	142	2	
Follow-ups			
Dispatches		0	
My Documents		00	
Non Moving Docs	1week	00	

Source Document Information Movement Notes Store Information

No.: 14860000022 Date: 13-Aug-2014

Subject: पुनःतालुका बदली करवा बाबत.

Category: अरज्यो (अन्य)

Matter: रजुआत Details

Type:  Paper  File

Time Sensitivity:  No  Yes Priority: Low

Days: 10 Date By: 23-Aug-2014

Confidentiality: Not Confidential

Mark as Complete Outward Add Notes Forward Restore Add To File Split File Export to Excel View Docs Cancel

No.	Barcode	Name	Matter	Time sensitive	Status	In since	Officer name & department	Type
1	148600000022	पुनःतालुका बदली करवा बाबत.	अरज्यो (अन्य) - रजुआत	<input checked="" type="checkbox"/>	Overdue	13-Aug-14 4:41PM	Inward - Inward	P
2	148600000045	श्रीमती हिरवा वी.अजबानी,ना मामलतदानी अनियमितता तथा रजु मंजूर कराव्या सिवाय गेरुजर रहेवा बाबत.	आंतरिक वहीवटी बाबतो - अन्य (आंतरिक वहीवटी बाबत)	<input type="checkbox"/>	Completed	25-Dec-14 10:17AM	Inward - Inward	P
3	148600000060	भाताकीय प्राथमिक तपासना केंसो छोटारुदेपूर जिल्लो जूदो पडवाथी तबदील करवा बाबत.	आंतरिक वहीवटी बाबतो - अन्य (आंतरिक वहीवटी बाबत)	<input type="checkbox"/>	Completed	25-Dec-14 10:17AM	Inward - Inward	P
4	148600000074	जमीन मंहेसुलना वहीवटमां रोडाथेरला अधिकाशीश्रीओ/कर्मचारेओने तालीम आपवा बाबत.	आंतरिक वहीवटी बाबतो - अन्य (आंतरिक वहीवटी बाबत)	<input type="checkbox"/>	Completed	25-Dec-14 10:20AM	Inward - Inward	P

# T R A C K I N G

Summary			
Status	Total	On Table	Stored
<b>Time Sensitive</b>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">1</a>
Overdue	<a href="#">1</a>	<a href="#">0</a>	<a href="#">1</a>
Pending	<a href="#">1</a>	<a href="#">0</a>	<a href="#">1</a>
Completed	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>
<b>Other</b>	<a href="#">3</a>	<a href="#">3</a>	<a href="#">0</a>
<b>Total</b>	<a href="#">4</a>	<a href="#">3</a>	<a href="#">1</a>
Pending Forward:			<a href="#">0</a>
Pending Inward			<a href="#">1</a>
Movement			
	Inbox	Outbox	
Registry	<a href="#">141</a>	<a href="#">0</a>	
General	<a href="#">1</a>	<a href="#">2</a>	
Department	<a href="#">0</a>	<a href="#">0</a>	
<b>Total</b>	<a href="#">142</a>	<a href="#">2</a>	
Follow-ups			
Dispatches		<a href="#">0</a>	
My Documents		<a href="#">00</a>	
Non Moving Docs	1week ▾	<a href="#">00</a>	

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 inwards 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



# Track Smart



Inward  
Acceptance



Forward &  
Dispatch



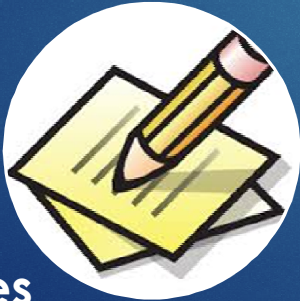
Store &  
Remove



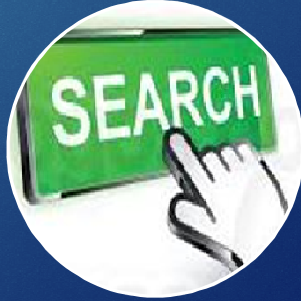
Create a New File



Filing & Removal



Make Notes



Search  
files

**Actions**

Source Document Information Movement Notes Store Information

No.: 148600000022 Date: 13-Aug-2014

Subject: પુન:તાલુકા બદલી કરવા બાબત.

Category: અરજીઓ (અન્ય)

Matter: રજુઆત Details

Type:  Paper  File

Time Sensitivity:  No  Yes Priority: Low

Days: 10 Date By: 23-Aug-2014

Confidentiality: Not Confidential

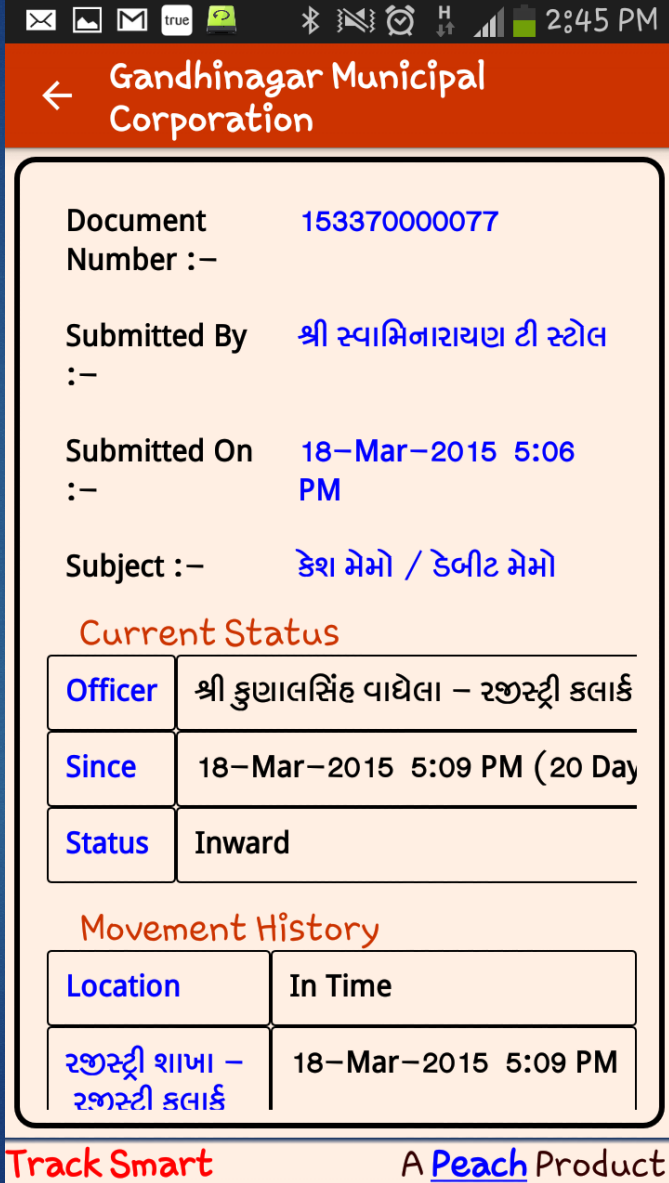
Mark as Complete Outward Add Notes Forward Restore Add To File Split File Export to Excel View Docs Cancel

No.	Barcode	Name	Matter	Time sensitive	Status	In since
1	<a href="#">148600000022</a>	પુન:તાલુકા બદલી કરવા બાબત.	અરજીઓ (અન્ય) - રજુઆત	<input checked="" type="checkbox"/>	Overdue	13-Aug-14 4:41PM
2	<a href="#">148600000045</a>	શ્રીમતી હિરવા વી.અજબાની,ના મામલતદારની અનિયમિતતા તથા રજા મંજૂર કરાવ્યા સિવાય ગેરહાજર રહેવા બાબત.	આંતરિક વહીવટી બાબતો - અન્ય (આંતરિક વહીવટી બાબત)	<input type="checkbox"/>	Completed	25-Dec-14 10:17AM
3	<a href="#">148600000060</a>	ખાતાકીય પ્રાથમિક તપાસના કેસો છોટાઉદેપૂર જિલ્લો જૂદો પડવાથી તબદીલ કરવા બાબત.	આંતરિક વહીવટી બાબતો - અન્ય (આંતરિક વહીવટી બાબત)	<input type="checkbox"/>	Completed	25-Dec-14 10:17AM
4	<a href="#">148600000074</a>	જમીન મહેસૂલના વહીવટમાં રોકાયેરલા અધિકારીશ્રીઓ/કર્મચારેઓને તાલીમ આપવા બાબત.	આંતરિક વહીવટી બાબતો - અન્ય (આંતરિક વહીવટી બાબત)	<input type="checkbox"/>	Completed	25-Dec-14 10:20AM

- Forwarding
- Notes
- New Docs / Files
- Storage / Removal
- Timely Actions
- Marking as Complete
- Search



Mobile Tracking



# **Classified Records Management**

Archives, Track and Time-bound Disposal



Select a File  
to Store

Select Class, Start,  
End Date, etc.

Select Cupboard,  
Shelf, Location

Store as a Record

## Track Smart Records Management

Easy Search of a Stored Record

Reminder for disposal of Record

Disposal of a Record

Summary

Status	Store	Inbox	Total
Requests	0	0	0

Locations

- [+ 8-073](#)
- [+ 8-074](#)
- [+ 8-075](#)
- [+ 8-076](#)
- [+ 8-077](#)
- [+ 8-078](#)
- [+ 8-105](#)
- [+ 8-106](#)
- [+ 8-107](#)
- [+ 8-108](#)
- [+ 8-109](#)

Pending Disposal

Department:	<All>
Category:	<All>
Matter:	<All>
Quantity:	Now <span style="float: right;">0</span>

Document Detail

Barcode No.:  Date:

Subject:

Category:

Matter:

Notes:

Document Type:  Ref. No.:

Department Detail

Department:  Designation:

Name:

Record Details

Class:

Start Date:

End Date:

Assesement Date:

No. of Pages:

Location Details

Cupboard:

Shelf:

Box:



# Thank You!

Peach Technovations Pvt. Ltd.

[www.tracksmartonline.com](http://www.tracksmartonline.com)