

Track-Smart

File Tracking System with Registry and Records Management

Ideal for Govt. Offices, District Administration, Corporations-Municipalities

Overview

Track-Smart is a comprehensive yet easy to use web-based system to manage documents, files and records. It provides information about the whereabouts of a document or a file and tracks the movement of paperwork. Track-Smart also features multi-level registry as well as management of classified records. Track-Smart greatly enhances the efficiency & transparency of organizations.

File Tracking

- Quick and convenient search of a file / document and status
- Track of file movement with information on retention time at every office / officer
- Alerts for time sensitive files and matters
- Web-based, Mobile phone friendly
- Barcode (optional) to save data entry time and enhance accuracy and speed
- Documents to files merging and File splitting facilities
- Facility to mark notes on documents & files as those are processed

Registry

- Inward & Outward registry with SMS alerts on receipt & dispatch
- Inbox alerts to target recipients for incoming items
- Instant, real-time Generation of multi-level inward & outward registers
- Pre-stored information of target recipients or senders

Records Management

- Normal Numbering or Barcode Tagging of Records, Completed files, etc.
- Storage of records on basis of classification
- Log of keywords – Start, End Years, Subject, etc. for identification of records
- Quick and easy search of stored records

Track-Smart

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TrackSmart Inward Outward New Document With Me Record Reports Logout

Summary			
Status	Total	On Table	Stored
Time Sensitive	1	0	1
Overdue	1	0	1
Pending	1	0	1
Completed	0	0	0
Other	3	3	0
Total	4	3	1
Pending Forward:	0		
Pending Inward	1		

Document Information

No.: 14860000022 Date: 13-Aug-2014

Subject: પુનઃતાલુકા બદલી કરવા બાબત.

Category: અરજીઓ (અન્ય)

Matter: રજુઆત

Type: Paper File

Time Sensitivity: No Yes Priority: Low

Days: 10 Date By: 23 Aug 2014

Confidentiality: Not Confidential

Movement			
	Inbox	Outbox	
Registry	141	0	
General	1	2	
Department	0	0	
Total	142	2	

No.	Barcode	Name	Matter	Time sensitive	Status
1	14860000022	પુનઃતાલુકા બદલી કરવા બાબત.	અરજીઓ (અન્ય) - રજુઆત	<input checked="" type="checkbox"/>	Overdue
2	14860000045	શ્રીમતી દિવ્યા વી.અજબાની,ના મામલતદારની અનિચ્છિતતા તથા રજા મંજૂર કરાવવા સિવાય ગેરદંજર રહેવા બાબત.	આંતરિક વહીવટી બાબતો - અન્ય (આંતરિક વહીવટી બાબત)	<input type="checkbox"/>	Completed
3	14860000060	આત્મીય પ્રાથમિક તપાસના કેસો ઓનલાઇન રિપોર્ટ કરી પડવાથી તબદીલ કરવા બાબત.	આંતરિક વહીવટી બાબતો - અન્ય (આંતરિક વહીવટી બાબત)	<input type="checkbox"/>	Completed
4	14860000074	જમીન મહેસૂલના વહીવટમાં સેકયેરલ અધિકારીશ્રીઓ/કર્મચારીઓને તાલીમ આપવા બાબત.	આંતરિક વહીવટી બાબતો - અન્ય (આંતરિક વહીવટી બાબત)	<input type="checkbox"/>	Completed

Gandhinagar Municipal Corporation

File Tracking System

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Track

Track Smart A Peach Product

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FILE TRACKING SYSTEM DASHBOARD

- Movement of Files
- Time Sensitive Files
- Dispatch Follow-ups
- Action on File
- Files on table
- Source, Subject, Start date
- Inward & Alerts
- Notes on Files
- Stored Files
- Priority, Confidentiality
- Outward
- Merge & Split

Salient Features

- ✓ Web-based
- ✓ Includes Registry
- ✓ Tracks Movement with-in & beyond
- ✓ Supports Document to File Movements
- ✓ Bar-code support, Accountability
- ✓ Pending Inward & Time Sensitivity Alert
- ✓ Mobile Friendly.
- ✓ Includes Classified Records Management
- ✓ Shows File Locations anywhere, anytime
- ✓ Complete Track from Inward to Disposal
- ✓ Configurable, Suits any needs
- ✓ Dual language Support (Gujarati/English)

Ideal for Govt. Offices, District Administration, Corporations-Municipalities

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