



✓ *Simple*

✓ *Secure*

✓ *Scalable*

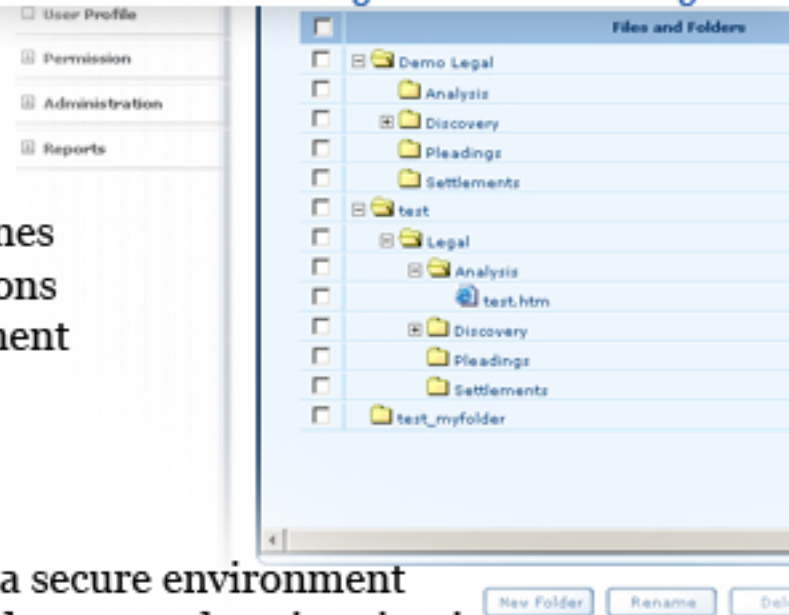
*Simple, Online Collaborative Document Management and Sharing*

**DocuTracks**

## Overview

### What is DocuTracks?

DocuTracks is an online solution that streamlines business processes and improves communications through simple, collaborative document management and sharing.



## Benefits

- DocuTracks organize and share the documents in a secure environment
- Web based user interface for role-based access and a comprehensive view into a workspace
- Overall reduction in efforts for organizing and managing documents around projects
- A DocuTracks account gives you unlimited workspace to upload and download the files that saves time
- Better organization and searching ability increases overall utilization of corporate information

## Features

- Web based user interface for role-based access and a comprehensive view into a workspace
- Offers a secure way for companies to collaborate and share documents and team information with those key individuals outside your organization
- Allows many concurrent users to work on the same project
- Easily collaborate through emails
- Allows storage and retrieval of documents and sharing information

## What you get

### Document Management:

#### Library Services

*Check-In/ Check-Out controls, ID cards*

#### Revision Tracking

*Manage change, access prior revs, digital time stamping*

#### Document Security

*Protect documents at the project, category, user or individual document level*

#### Search Capabilities

*Advanced, meta-search, full text search*

#### Subscription Capability

*Email notification upon events*

### Workflow & Process Automation:

#### Workflow

*Release approval to ad hoc workflows with integrated email notification*

#### Project Management

*Internal and external user access, structured data management*

#### Web Content Controls

*Provide public access to secure document libraries*

### Security & Architecture:

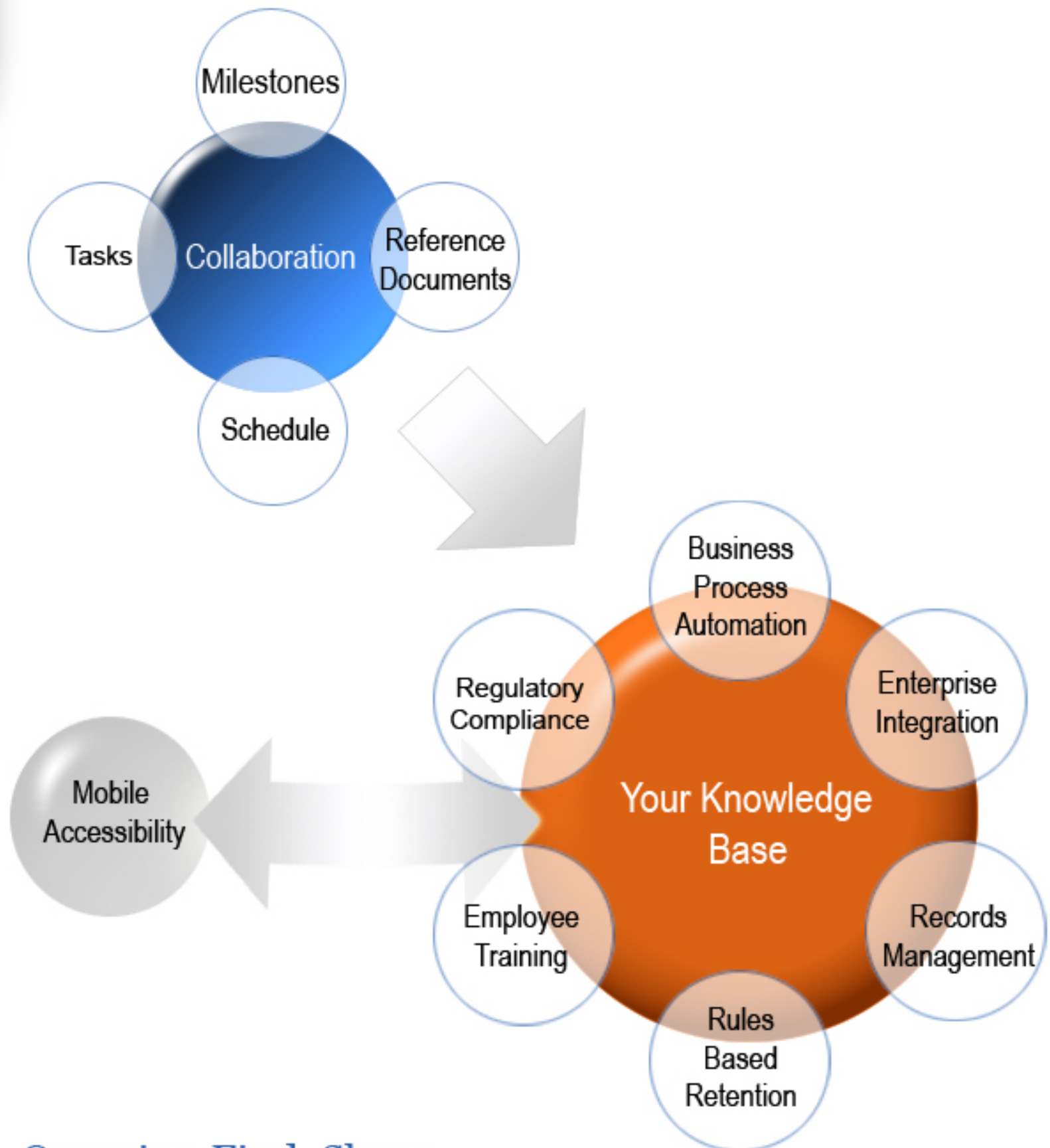
#### User Authentication

*Database level authentication*

#### Role Based

*Portals customized to users and content*

## Workflow



## Organize, Find, Share

DocuTracks give you the tools to manage information. Across the organization, data and information can be secured, arranged, developed and delivered for instant access.

You need to manage at the speed of your customers. You need to continually refresh and enrich your interactions.

Collaborate with confidence. DocuTracks will enhance your productivity and enhance customer delivery.

With rapid growth of mobile and distributed workforces, web-based access and workflows ensure connectivity and keep task on track. DocuTracks can be tailored to your unique business needs and fully integrated with your customers and stakeholders.