Efficiently Track Physical of documents With

INFOMAX' EFFICIENT PHYSICAL
DOCUMENT TRACKING SYSTEM
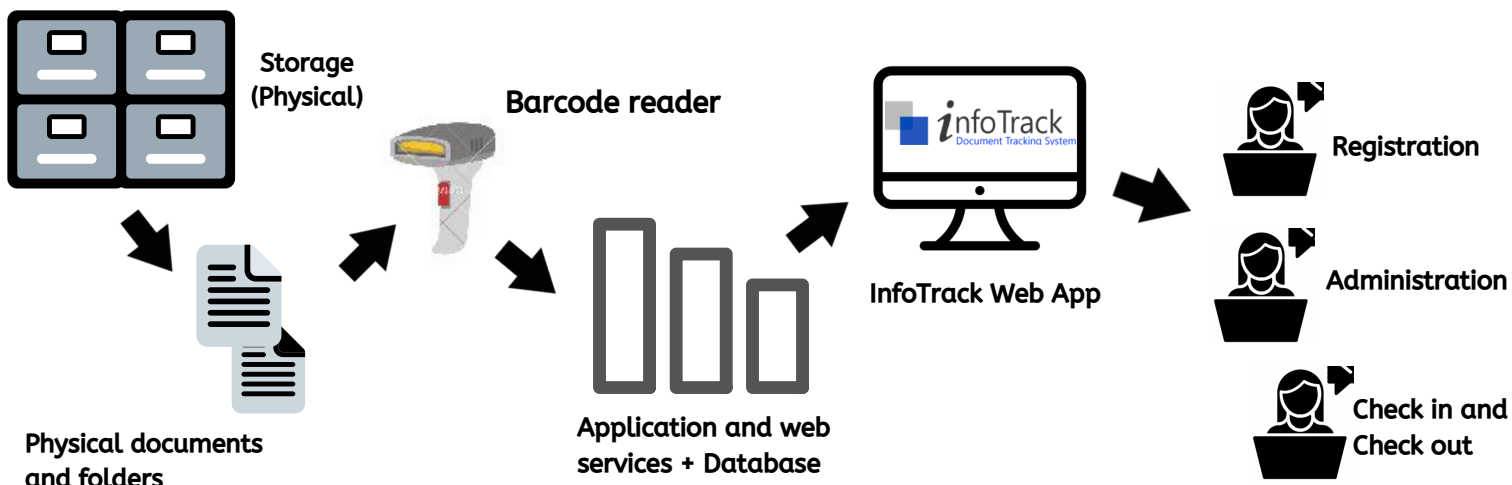
InfoTrack
Document Tracking System

Your trusted physical document tracking system

What is InfoTrack?

Automate your document tracking system and **organize your folders better**

Infotrack is a web-based solution that allows you to track physical documents and folders from registration to disposal as it moves within or outside your organization.

Straightforward and easy-to-use tracking system

Why your business needs it:

AUTOMATED TRACKING SYSTEM
Web-based document library system organizes your documents' movement in or out of the organization

FLEXIBLE SYSTEM
Customizable to meet clients' requirements and it can be integrated with document management systems through API services

EXCELLENT CAPACITY
Supports multiple physical locations and uses service-oriented architecture that allows both increased capacity without degrading performance.

Storage (Physical)

Barcode reader

InfoTrack
Document Tracking System

InfoTrack Web App

Physical documents and folders

Application and web services + Database

Registration

Administration

Check in and Check out

Be efficient. Track your physical documents better with InfoTrack

Easy document registration:

The process starts through a registration procedure where documents in folders are registered by the Custodian. The system can accommodate multi-storage sites from a central database.

The registration process logs the contents and storage location of the folders. Storage can be in different buildings, floors or cabinets. Barcodes can be printed on the folders and documents for ease of use.

Simple borrower function:

A borrower can then request to borrow a folder or a document within that folder. A borrow slip can be printed and signed by the borrower to confirm the documents being borrowed.

Versatile multi-location feature:

The system can accommodate multi -storage sites from a central database.

Smart document inventory:

A status is provided on each folder or document indicating whether the document is available, borrowed or missing.

Secure approval routing:

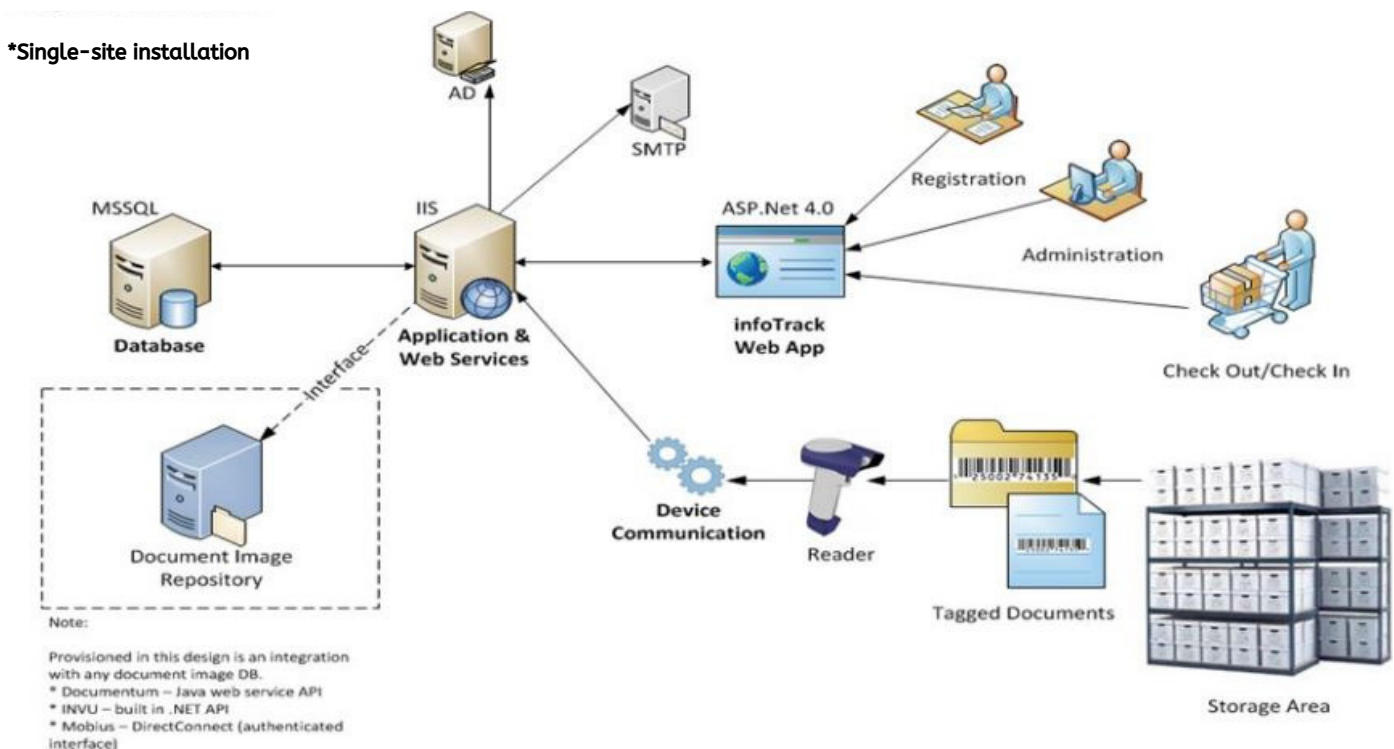All approved borrowing is routed to the proper approver.

Out-of-the-box reports

The InfoTrack solution comes with the following out-of-the-box reports:
➡ List of missing documents
➡ List of incomplete folders
➡ List of borrowed documents

Strong security

Access to the database can be controlled by role (Administrator, Custodian, Borrower, and Approver). An audit trail is provided to indicate document movement.

Complete System Architecture:

*Single-site installation

AD

SMTP

MSSQL — Database

IIS — Application & Web Services

Interface

Document Image Repository

Note:
Provisioned in this design is an integration with any document image DB.
* Documentum – Java web service API
* INVU – built in .NET API
* Mobius – DirectConnect (authenticated interface)

ASP.Net 4.0 — infoTrack Web App

Registration

Administration

Check Out/Check In

Device Communication

Reader

Tagged Documents

Storage Area

Part of the InfoSuite series

InfoSuite

ASSET. CAPTURE. TRACKING.