



## WHAT IS INFOTRACK?

Infotrack is a web-based solution that allows you to track physical document/folder/box from registration to disposal as it moves within the organization or outside your organization.

### Features:

- ✓ Web-based document library system.
- ✓ Improves efficiency in managing movements of physical documents.
- ✓ Supports multiple physical locations.
- ✓ Uses service oriented architecture that allows both increased capacity without degrading performance.
- ✓ Allows integration with other Document Management Systems thru web services API.
- ✓ Customizable to meet customer needs.

## System Requirements:

### Hardware

- \* **Processor:** Intel ® Core ™ I5-2500 CPU at 3.30 GHz or higher
- \* **Memory:** 4 GB or Higher
- \* **Hard Drive:** 500 GB or Higher
- \* **Lancard:** Gigabit Lan card
- \* **Barcode Scanner:** Handheld Laser barcode Scanner (e.g. Symbol LS1 203 Scanner or equivalent)

### Software

- \* **Operating System:** Windows XP/7/2003
- \* **Framework:** Microsoft.NET Framework 4
- \* **Web Services:** Internet Information Services 6/7
- \* **Supported Database:** MSSQL Express/Professional

8/F Ace Building, 101-103 Rada Street  
cor. Dela Rosa, Legaspi Village,  
Makati City

[www.infomax.com.ph](http://www.infomax.com.ph)

+632 813-6721- 23

# INFOTRACK

## SYSTEM TRANSACTIONS

### REGISTRATION:

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

The registration process logs the contents of the folders and where the folders are stored. Storage can be in different buildings, floor or Cabinets. Barcode can be printed on the folders and/or documents for ease of use.

### MULTI-LOCATION:

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

### BORROWER:

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

### DOCUMENT INVENTORY

A status on each Folder and/or Document indicates whether the document is available, borrowed or missing.

### APPROVAL ROUTING:

All approved borrowing is routed to the proper approver.

### AVAILABLE REPORTS:

The iTrack solution comes with the following reports out-of-the-box:

- List of Missing Documents
- List of Incomplete Folders
- List of Borrowed Documents

### SECURITY:

Access to the database can be controlled by Role (Administrator, Custodian, Borrower, and Approver).

An audit trail is provided to indicate document movement.

## System Architecture

