



Document Management & Tracking System

DocTrack provided a system that would facilitate the management of documents in an organization by providing a way to monitor record and track the location of in-process document to support an organization.

DocTrack was developed by taking care of requirements of all the aspects of documents being managed in any industry, it helps in categorization of documents also their tracking at multiple hierarchical levels, issuance and retrieval documents can be done via barcode/RFID.

DocTrack gives automatic notification regarding documents issues/retrieval and other operations to be performed on a documents.

Visit Our Website : www.gayatrisoft.co



DocTrack is a flexible solution for nearly any organization that needs to track documents and materials assigned to a person or location. Know where your documents are and retrieve them quickly when necessary!



15000
Master Documents

2500
Executed Documents

1560
Total Issuance

Details of Master Documents

3600
Perpetual Live

525
Perpetual Obsolete

Details of Executed Documents

The Most User-Friendly Document Management System in the World

Modules

01

Dashboard

Dashboard provides us a brief overview of the system.

02

User Management

Add user and edit user have required fields for user creation and permissions. We have the option of cancelling that's the only operation we can perform on a wrong user entry. User Management consists of backend users of the system, those who will operate the system.

03

Employee Management

Employees who are going to access the document. Employee number is the key that will be used in the software for issuance and retrieval of the document. Add employee contain id, name, department, active date, Automatically all department property will be inherited by the employee.

04

Document Management

Add Document-> New Document will be added from here there are two type Master and Executed both have its own fields as selected by operator.

05

Document Issue/Retrieval

Document issuance can be done to the employees here we need to enter employee id and either scan or enter document number. As per the employee department automatically the due date will be calculated.

06

Due Documents

Current due documents will be shown up in thye due documents page.

07

Queries Two Types

Document Queries will show the history of document movement from the start. We need to enter the document serial number and the report will come up. It's also shown if a document is currently issued or in the archival.

08

Print Barcode

Operator can print barcode by entering the range here.

09

Verify Document

Verify document by serial number or scan barcode and details will come up.

Our Clients

Dr.Reddy's



and more...

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DocTrack

Paperless document management is a clear and easy part of everyday business for many companies and organizations worldwide.