




BUSINESS INNOVATION CENTRE



Document Tracking Solution



Be it any Industry or an Enterprise, the documents/files are considered the most important and valuable even in the current age of digitization which is transforming the document management. To manage standard documents/folders and ensure that the confidential documents are secured & monitored, existing systems rely on high human attention & manual methods which are laborious and time consuming. This necessitates an automated system which can overcome the limitations & human dependencies of the manual system.

ITC Infotech's document tracking solution is designed to be such an automated system which can provide an effective mechanism to manage documents and files with the smart use of RFID, Barcode & Mobility. The system monitors the movement of documents/folders & persons to record & report all the details through web application and notifications.

Business Challenge

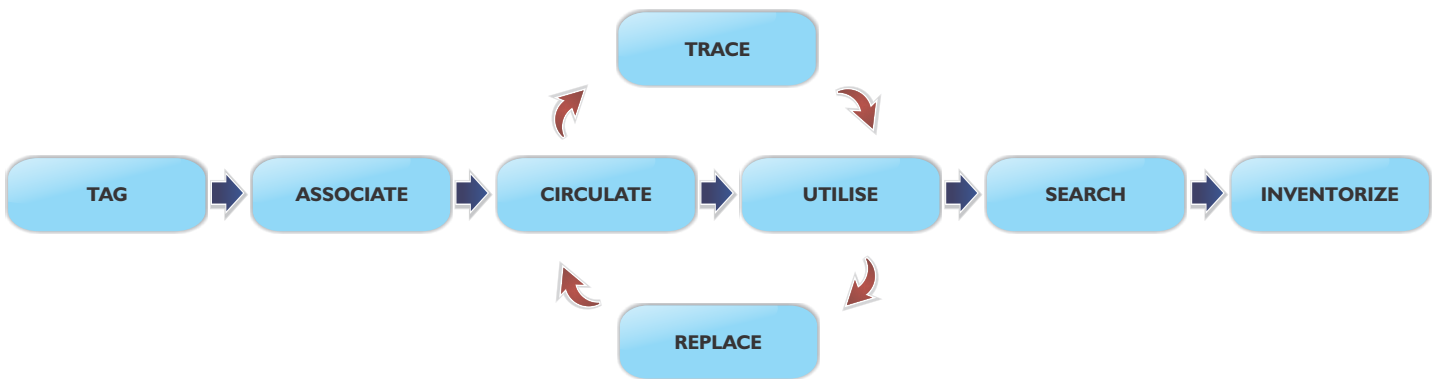
- Difficulty in uniquely identifying documents/ folders
- Laborious process to search/ locate the files and folders
- Lack of information on movement of important files
- Possibility of unauthorised access to documents
- Time consuming inventory methods and chances of misplacing documents

Our Solution

Document tracking solution is designed to manage high volume of documents/folders/books using RFID technology

- Centralised Web based application to monitor and access document/folders/books
- Integratable to enterprise systems

- Automated Access control, user management and Mail / SMS triggers
- Searching and Inventory management made easy with the mobile technology
- Rich reporting and export features



Business Impact

- Unique identification and traceability of Tagged documents
- Less human intervention and errors
- Quicker search of files
- Confidential document access restricted to authorized users only

- Higher visibility of files and folders to users
- Facilitation of quick reconciliation of folders inventory at any given point of time