



Document Control Features

Revision Control: isoTracker provides automatic document revision control to ensure that only the current version of a document is available. A Change Request must be approved before a document can be modified and re-versioned into the system.

Electronic Approvals: Documents can be approved electronically. Exact details of the user, date, time and comment at approval are automatically attached to each document.

Detailed Audit Trail: Provides a detailed, time-stamped and user identified audit trail for each document in the system.

Security: All users must be identified on the system and have unique login details. All documents are encrypted on our servers and are only accessible in folders with strict Read and Write access permissions. Users are automatically locked out of the system if they use the wrong username/password combination more than 3 times.

Manage Different Document Types: isoTracker is ideally suited to run a compliance program because it can handle all types of documents regardless of the software used to create them.

Easy Access: isoTracker is a web-based hosted application that provides access to users involved in document and quality control from anywhere in the world. Documents are held centrally with easy access by all authorised users.

Automates Routing: Reduces document cycle time by automating routing to the next user after each task culminating in publishing.

Sequential Approval: The approval workflow can be ordered so that an approver is only notified of an approval requirement after a prior approver in the order has approved the document.

Collaboration: Documents can be reviewed by selective users, modified by the author before being sent into the approval workflow using isoTracker's Feedback sub-routine. This ensures that documents have been fully reviewed before being sent for approval and publishing. A rejected document at the approval stage is automatically returned to the owner for revision.

Pre-Defined Workflow: Each document has an Approval Type attached to it which pre-defines the workflow that document version will have to follow during its life.

Easy to Search: A simple search facility supported by metatags on each document provides an efficient search within the folders the users have Read or Write access to.

Easy to Find: isoTracker's folder treeview, similar to Windows Explorer, is an easy-to-use tool that helps users find and access documents quickly. Each user is given access only to the folders that they either have Read or Write access to.

Archiving: All prior versions of a document are stored with restrictive access to users with Write access rights.

Reports: isoTracker reporting capability provides standard reports to help increase management oversight. These can be added to upon request.