

## DocuTrack 3000

### Intelligent Document Tracking



#### Introducing DocuTrack Legal Edition

DocuTrack Legal is a comprehensive document and records management solution customised for the legal profession. It not only enables the collaborative development of documents, but once the document has been approved for registration, it can be used also to track both hard and soft copy documents alike.

DocuTrack Legal been specifically designed to satisfy the requirements of law firms both large and small. Not only have we modified the familiar DocuTrack 3000 screen captions to suit the language of the profession, we've also added some tools to assist in the complex business of managing document retention and disposal.

Specialists in document management already know, that as well as the Laws of Evidence and Limitations of Actions, there are over 2000 laws governing document retention in Australia and they vary from state to state, as well as industry to industry (*For more information on this consult the Australian Records Retention Manual*).

During the set up of DocuTrack 3000 the administrator can define a list of retention periods appropriate to the speciality of the practice. When a legal assistant registers the document for the first time, the retention period is selected from the pre-defined list. If the document is required to be kept for a period not specified on the list, it can be added on the fly. When the document is due for disposal DocuTrack Legal alerts you to the upcoming event so that you can arrange for disposal.

#### **No more paying to store documents past their retention date.**

This feature of DocuTrack Legal enables you to project your archiving and storage costs more accurately and factor them into your resource planning.

#### **Why track documents?**

In 2003 PriceWaterhouseCoopers conducted a survey that found professionals spend between 5 and 15 percent of their time reading information, but up to 50% of their time looking for relevant data.

The average organisation also:

- Makes 19 copies of each document it receives or produces;
- Loses 1 out of every 20 documents;
- Spends 25 hours recreating each and every lost document;
- Spends 400 hours per year searching for lost files; and
- Spends \$120 in labour searching for each misfiled document.

## Whole-of-life document tracking.

Using DocuTrack 3000 to track documents throughout their life cycle enables your clients to do business with you with the confidence that you will not only fulfil your legal obligations, but also provide an unparalleled level of service.

They will know that you place a high value on communication and that these records are critical to maintaining an ongoing business relationship.

They will also know that statistical information gathered about the movement and use of their documents is essential to designing business system architectures that are efficient and increase productivity. This minimises risk and confirms that their documents are as valuable to you as they are to them.

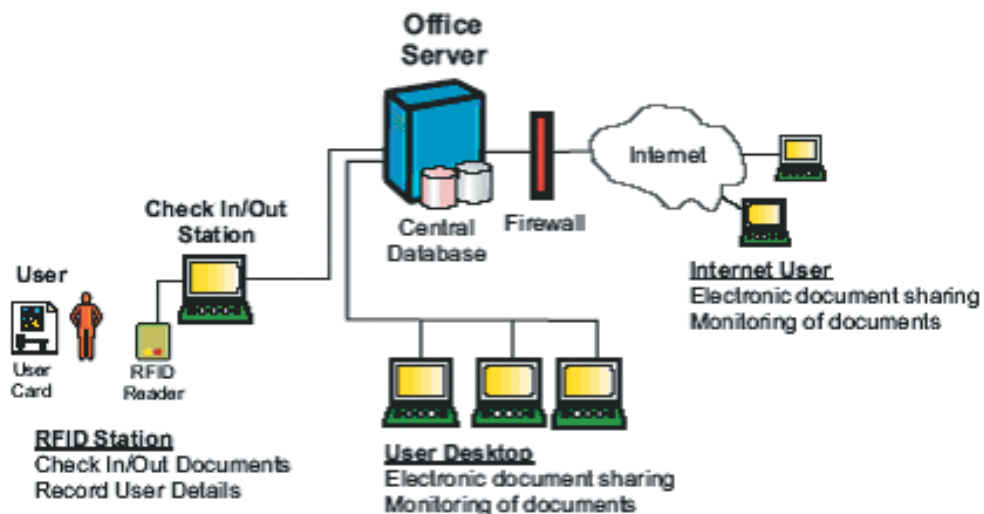
The confidence engendered in this knowledge is a basic expectation of your clients. It enables them to easily reconcile communications with you, and demonstrates that your systems are based on providing the best service possible for them.

## Automated Document Tracking

Whilst electronic documents are managed in a computerised environment, DocuTrack 3000 uses RF/ID (Radio Frequency Identification) to record the movement of hard copy documents. This automated data capture feature of the technology provides the fastest, most accurate and cost effective solution to document management and security.

Document tracking is an essential process in today's business environment. It not only enables you to comply with various legislative obligations, but also reduces costs, increases productivity and enhances security. DocuTrack 3000 gives you complete control of both hard and soft copy documents. That means you won't waste time wondering where documents are, or if they exist. You'll know!

## System Architecture



## Data capture

Unlike ubiquitous barcode tracking systems, DocuTrack 3000 uses wireless communication to read labels with embedded RF/ID tags that don't require line of site. This significantly reduces the time to take inventory, because many files can be scanned simultaneously, even when the labels are hidden from sight.

## Document Sharing

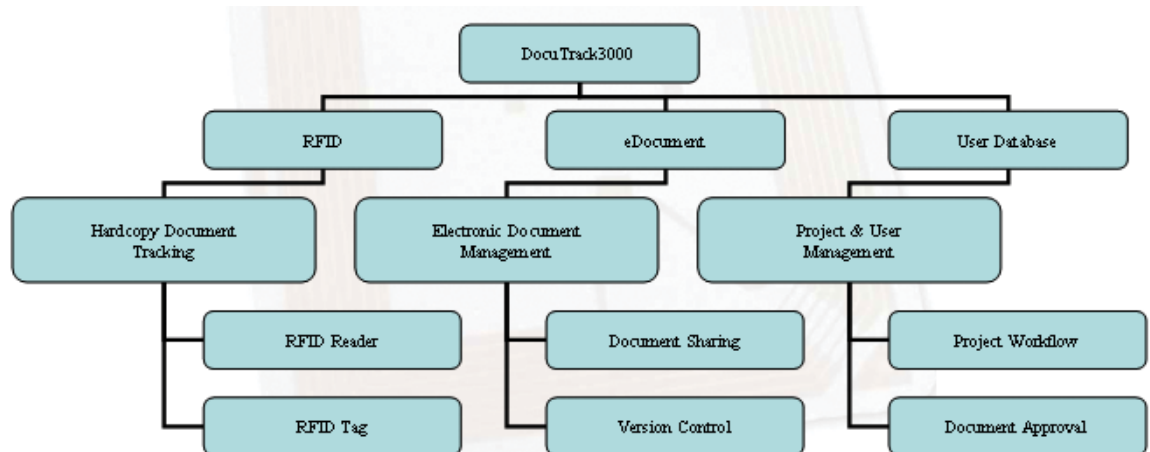
DocuTrack 3000 enables the collaborative development of documents with anyone in your organisation, anywhere in the world. You determine who has access to what. A complete date and time stamped audit trail of viewing, modification and status, as well as approval, is maintained. This provides you with a snapshot of the frequency of use, modification and approval. You save on printing and distribution costs while the document is being developed.

## Security

Access to documents is administrator configurable and designed to comply with your privacy and security policies. The application of electronic document version and access control policies, and the recording all physical document transactions via reader control points, provides a forensic audit trail.

Furthermore, 256 bit encryption technology ensures that electronic files can only be opened using DocuTrack 3000.

## System Overview



Copyright © 2012, Harsco Corp. Pte Ltd

## Application overview

In simple terms, DocuTrack 3000 is a document register that provides an instant snap shot of all documents and their movements from inception to destruction. Be they electronic or hard copy, once a document is received or created, it is registered in the system and assigned to a particular project or matter. If a document is modified, moved or destroyed the action is recorded.

If you can't find a document when you need it, the time taken to locate it can be significantly reduced by knowing where it was last. Armed with this knowledge and general usage patterns you can minimise time wasted on document location.

You want to find it first time, every time.

The impact of such controls benefits personnel—be they professional, technical, administrative or clerical—by reducing the stress and frustration caused by inefficient or non-existent systems. Disruption in the office and at the computer desktop is reduced leading to a healthier and happier workplace. The result is higher productivity and a consequent reduction in customer churn.



## DocuTrack Core Features

- A turn key software application that tracks all project documents, whether hard or soft copy.
- Document retrieval is simple.
- Client/Server Architecture.
- Internet and intranet platforms provide fast network access and optimise data transfer rates.
- A scaleable system architecture that can be quickly deployed and grows along with your repository.
- Custom filtering options.
- 'Active project' flags enable faster file navigation.
- 256 bit encryption technology file storage for enhanced security.

## Key Benefits

- Reduction in time spent on non-billable activities, such as searching for files.
- Enables compliance with document management legislation regarding retention, traceability and destruction.
- Enables compliance with AS ISO 15489 Records Management Standard.
- Transparent audit trail of creation, modification, use and destruction of documents.
- Patterns of use can be identified to improve work flows.
- Document destruction dates based on the judgement date rather than payment date.
- Validation for document movements from site to site.
- Reduction in printing costs.
- No more paying to store documents past their retention date.

## Package Contents

- 1 CD-ROM containing DocuTrack3000 software.
- 2 RF/ID Desktop Readers.
- 100 RF/ID Labels designed for files and books.
- User Guide and Operating Manual.
- 12 months e-mail support.

## System Requirements

- Microsoft Windows 2000 or Windows XP.
- Pentium III 733 MHz or above.
- 256 MB RAM.
- 200 MB of Hard disk space for application.
- 1G of Hard disk space for database and storage.
- .NET Framework 1.1 or above.

---

### About Docuspace

*Docuspace offers a series of software products supplied by our partner Intensecomp that bundle all of the elements that you need to get started on your RF/ID project. No matter what you want to track, these turnkey software applications are easy to use.*

*As well as application specific products you can also develop your own solutions using our RF/ID Starter Kits.*

*As we know 'one size rarely fit all' so once you get started we can assist you in extending your system or customise a solution to meet your specific needs. We also offer ongoing Support, and Consultancy Services.*

*Use RF/ID to automate your business processes today.*



Document and Asset Tracking Solutions... *Your RF/ID Technology Partner*

Head Office: 52 Clapham Road, Sefton NSW 2162. P.O. Box 206, Regents Park NSW 2143  
phone 02 9645 4236 • fax 02 9645 2219 • email [info@docuspace.com.au](mailto:info@docuspace.com.au)  
[www.docuspace.com.au](http://www.docuspace.com.au)