



TRACK 365

Every Business Runs on Documents

"From Request to Retrieval – Everything in One Place."

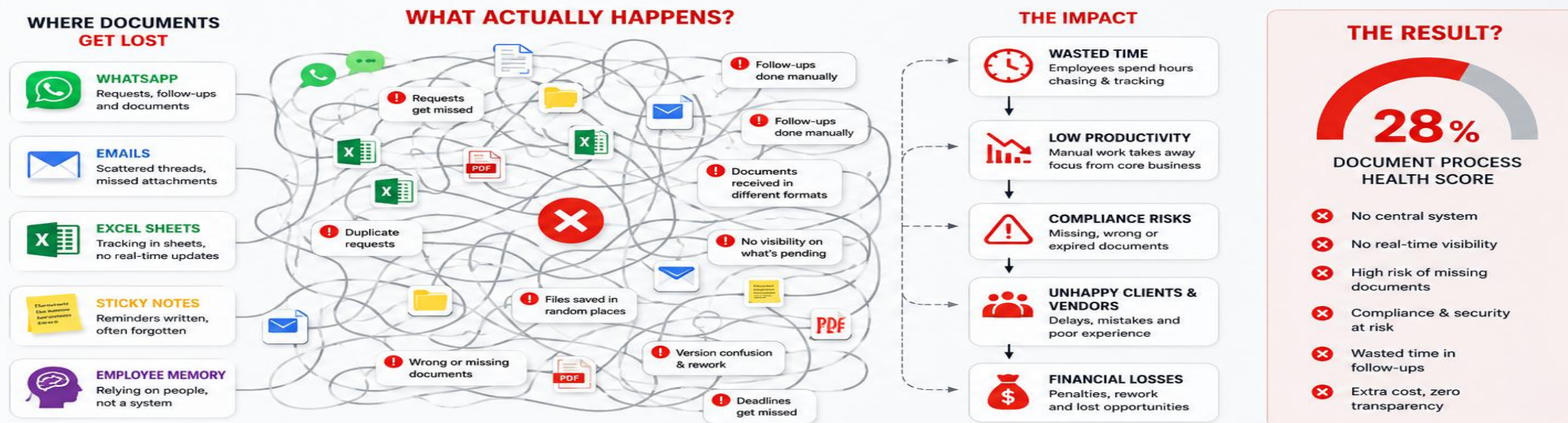
The Real Problem

A business document doesn't just need storage



THE DOCUMENT JOURNEY IS BROKEN

Businesses Rely on Multiple Tools, Manual Work & Human Memory – And It Costs More Than They Think



IT'S NOT A STORAGE PROBLEM. IT'S A PROCESS PROBLEM.

Documents don't just need storage.
They need a system that manages their
journey – end to end.


7+
Different Touchpoints
in a Document Journey


4-6 Hrs
Spent Every Week
by Employees


40%
Documents are
Misplaced or Delayed


30%
Deadlines Missed
or Delayed


High
Risk of Penalties
& Rework

BUSINESSES DON'T NEED
MORE TOOLS.
THEY NEED ONE SYSTEM
THAT FIXES THE JOURNEY.

 **Track365**

Manage the Complete Document Lifecycle

Why Cloud Storage Isn't Enough



Traditional Storage / Cloud

 Stores documents

 Manual folder creation

 Upload files

 No reminders

 Search by filename

 No pending document tracking

 Generic folders

 File sharing only

 No task ownership

 File storage

Track365 Document Organizer

 Manages the complete document lifecycle

 Business-ready workspace

 Request & collect documents from clients & Employee

 Automatic follow-up reminders

 OCR search inside PDFs & Images

 Missing & pending document tracking

 Industry-wise document structure

 Multi-user access with role-based permissions

 Assign document responsibilities to team members

 Complete business document management



One Platform. Any Industry.



 Transport & Logistics

 CA & Tax Consultants

 Manufacturing

 Architecture & Interior Design

 Hospitals & Healthcare

 HR & Consultants

 Corporate Offices

 Retail & Distribution

 Service Businesses

★ Why It Works for Every Business

-  Create unlimited document categories & folders
-  Industry-ready templates or fully customizable workspace
-  Multi-user access with role-based permissions
-  Request & collect documents from clients, vendors, or employees
-  Automatic reminders for pending documents
-  Track missing, pending, and completed documents

Let's Build Your Document Workspace



Understand

Your Business



Identify

Required Documents



Design

Smart Workspace



Configure

Auto Reminders



Collect

Client Documents



Organize

Smart Search & Tracking



Go Live

Ready to Use

From Business Analysis to a Fully Managed Document Workspace

✓ **Business Questionnaire** → ✓ Folder Templates → ✓ **Recurring Reminders** → ✓ Smart Document Collection
→ ✓ **Smart Search** → ✓ Ready to Use



Let's Start

