

Track IT™

DOCUMENT MANAGEMENT SYSTEM



Track-IT™ is a web-based Document Management System that allows Owners, Designers, Contractors & other service providers to facilitate interactive management and communication among all Team Members.

Key Features:

- ✓ Automatic Linking Construction Management Documents to Project Summary Information
- ✓ Facilitates the Saving of Scanned Versions of Key Documents Including RFIs, Submittals, Plans and Specifications, and Change Orders, etc.
- ✓ Facilitates the Storing of All Project Correspondence
- ✓ Electronic Drawing and Design Management
- ✓ Use Conventional Folder/File Structure
- ✓ User Level Access and Viewing Rights
- ✓ Extensive Search, Version Control and Archive Capabilities
- ✓ Electronic Workflow, Routing and Alerts
- ✓ Index Folders
- ✓ Facilitate Retrieval
- ✓ Keyword Searches
- ✓ Document History Control
- ✓ Document Version Control
- ✓ Document Collaboration
- ✓ High level of security through User level access and viewing rights
- ✓ Track Document Changes
- ✓ Store all project correspondence



Call Today to Schedule A Live Demonstration! 281-999-9961