



DOCUTRACK

Digital Signature and Track

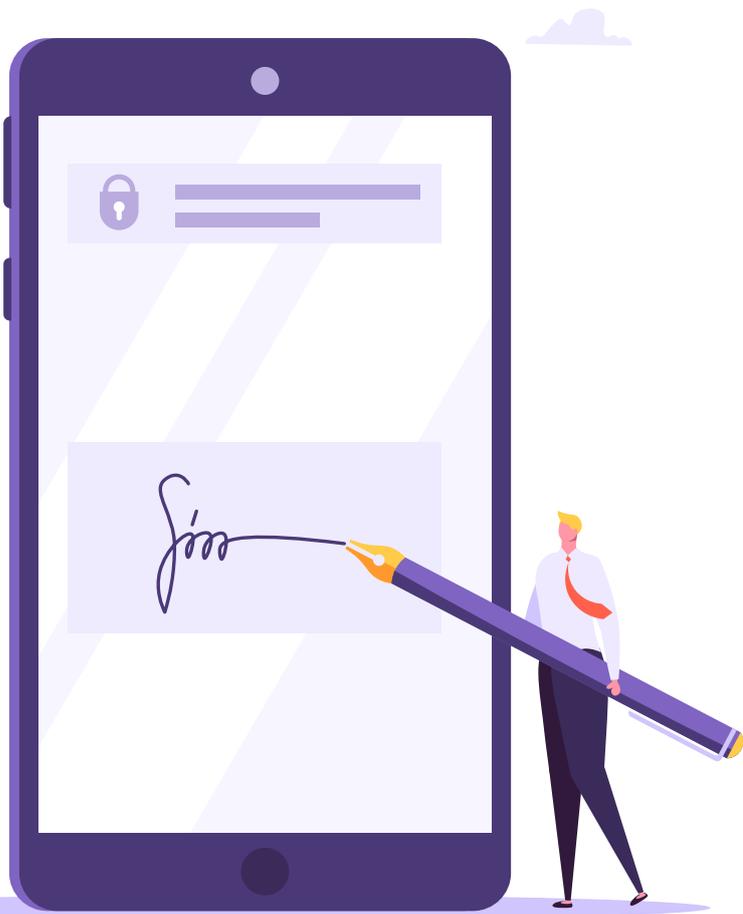


DocuTrack – the smart way to track, sign and send business documents

As companies adapt and pivot to a new normal via remote working, never before has it been more important to monitor the safe route of critical documents to keep businesses going. It is more than embracing new processes in challenging times; it is about businesses of every size evolving to embrace digital technology whilst providing a high-end service to clients and suppliers alike.

Businesses large and small make agreements and require documents to be approved and signed daily. If you send documents via post or e-mail, do you often wonder if there was a better, faster way, to do business? If you send contracts, proposals, quotations or indeed any document requiring a signature, then **DocuTrack** is for you.

DocuTrack is an innovative cloud solution. It is lightning fast, intuitive, user-friendly and the best part – it can be implemented in minutes with no upfront cost.



DocuTrack appreciates the adage 'time is money', which is why it enables you to conduct business faster by sending and signing agreements securely from any device, in under a few minutes. Typically, it takes several days for an agreement to get signed off, often longer if multiple signatures are required or with recipients working remotely or travelling.

DocuTrack's disruptive business model means it takes this existing cycle and compresses it into a fraction of the time. By finalising contracts and documents in this short timeframe, you are turbocharging your workflow, streamlining your work processes and revolutionising your business.

You might be sending your important papers via post, which can be slow and costly once you factor in manually printing, physically posting and waiting in person in a queue at the post office. You might even be attaching important documents to messages and sending via e-mail. In this case, obstacles include stringent spam filters that can leave your important message languishing in a spam folder. In some instances, an e-mail exceeding the maximum attachment limit may not be sent, leading to frustration and subsequent delay having a direct impact on your bottom line. Eviscerate uncertainty and take bold action by prioritising your documents and business the **DocuTrack** way.

DocuTrack is a cloud-based solution which enables businesses to use a highly efficient method to share documents with colleagues, clients, and suppliers. This innovative method quickly compiles and securely sends business documents which need to be tracked, require further comment, or need an electronic signature. Further examples of documents include HR contracts, purchase orders, sales invoices, and proposals – in short, virtually anything that needs tracking or a digital signature.

DocuTrack puts you in control by enabling you to see at a glance, in a space of a few seconds, whether your document is unread, unsigned, opened or accessed. The consequence of this exciting insight is significant. It allows you to act swiftly through follow-up, where you can ask a client if they need further information to facilitate sign-off whilst bolstering your customer service credentials by being considerate and proactive.

The beauty of **DocuTrack** is its simplicity and ease of use. You do not need to have the nous of a tech savvy Silicon Valley expert. Docuflow will assist you through a considerate hand-holding process where we will sit down with you and ultimately help you fast-track your journey into digital transformation in 4 straightforward steps.

1. We will create a simple transmission link with your description and company name.
2. **DocuTrack** will enable you to compile a “document” pack to be sent to the recipient, using a master document. This process can be as easy or comprehensive as you want it to be. **DocuTrack's** bespoke nature means you can include more library documents such as terms and conditions, price lists, or multiple specifications. If you want to put segments in your document, you can create logical sections within the text and add a signature page if required.
3. If you are inviting comments from a collaborator, you have the option to ‘Add Comments’. All comments are recorded and saved, which is great for keeping a long-term record of a business conversation and a boon when you are being audited.
4. View your final **DocuTrack** document in Preview Mode, where you can check to see if you have included everything your recipient needs. Select the email button which will open your email contact with the **DocuTrack** link inserted, then hit send. Simple.

Once the document has been signed by the assigned signatory, you receive an in-depth report detailing the exact time you sent the e-mail, to when the signee signed and downloaded the document. Once all signatories (it may be just the one) have signed the document, this is flagged as ‘Signatures Complete’ in your end report. This is exceptionally useful as you can see at a glance whether a particular contract or document has been signed. Unlike a traditional paper signed document where one can physically write down the date, a significant benefit of **DocuTrack** is to go one step further. It cleverly date-stamps and time-stamps the signing of the document, whilst including the e-mail address the signee used to sign the document. The whole life-cycle of getting a document signed takes less than five minutes, and the result is having a clear, incisive report e-mailed to you providing a transparent audit trail.





This bespoke, feature-rich software boasts myriad benefits, because **DocuTrack** is exponentially more than software enabling you to send a document to a client for an electronic signature. You can brand **DocuTrack** with your company logo to put your own stamp on it. You can decide how your recipient interacts with the document. You can track if your document has been viewed, downloaded or signed. You can add or respond to comments. You can receive email updates on the status of the process and interaction allowing you to quickly

highlight any documents not viewed or signed. It also cleverly allows users to share their document libraries which is ideal for sales teams, or conversely, make documents private within your user group to maintain confidentiality.

These are just a few benefits of **DocuTrack** and we are keen to explore how this ground-breaking software can work for you. Take your business to the next level with **DocuTrack**, which delivers an experience simple to implement and quick for any business of any size to easily adopt.

**To request a free demo / start your free trial
email info@docuflow.co.uk now.**