



DOCUTRACK
Digital Signature and Track

eBook

Everything you need to know about tracking documents and digital signatures

DocuTrack Overview

DocuTrack is designed for all kinds of business documents below are just a few.

- n Electronic signing and sealing of commercial contracts
- n Electronic signing of employer & employee contracts
- n Electronic signing and time stamping of various internal documents
- n Pre-contract agreements
- n Pricelists from the sales department
- n Brochures for marketing and sales
- n HR Forms

- n Internal Company Documents
- n Service Team Documents

Work Smarter with DocuTrack's e-signatures

If you are signing paper contracts, would like to time stamp documents, need visibility via track and trace of documentation and want a better, faster way to do business, DocuTrack is for you. This easy to implement software is cloud- based, meaning rapidly reactive technology is available at your fingertips. Flexibility and versatility are just a few of the features of DocuTrack. Not only is it efficient to operate, it is also paperless and leans towards a working model that champions sustainability and security.

DocuTrack effectively enables you to electronically sign, time stamp and track

documents within seconds, significantly compressing the traditional signing cycle. What would typically take a week, can be completed in a fraction of

the

time – **just a few minutes**. Our own experience, and that of clients, is that not only is DocuTrack easy to use, the speed at which documents can get signed and approved makes doing business exponentially easier and faster.

Screen Samples

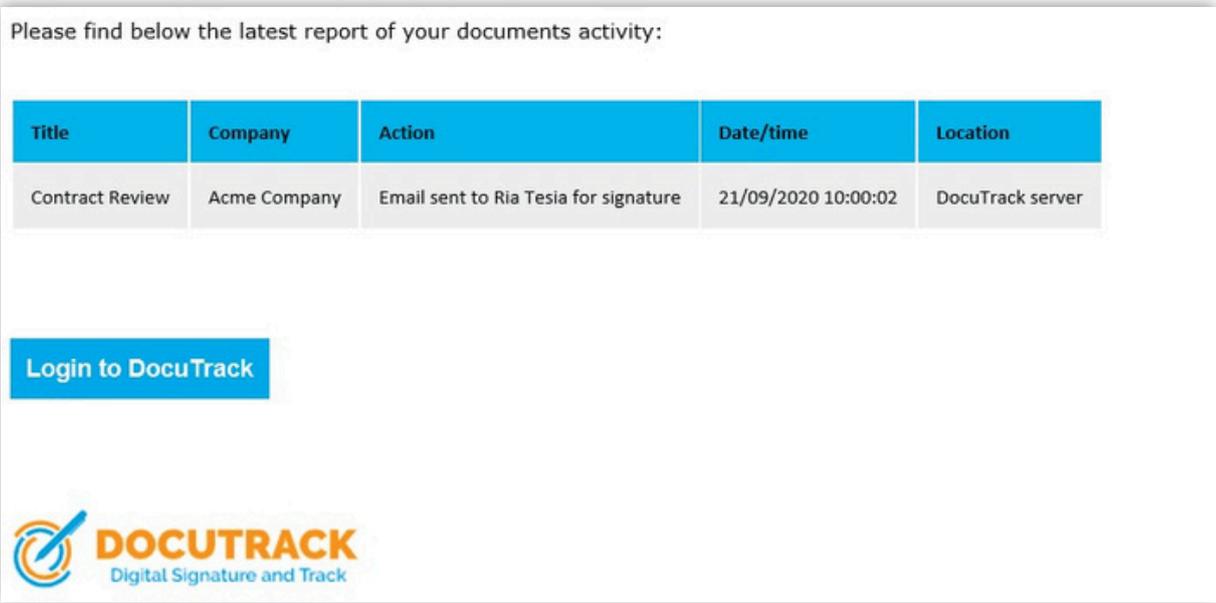
Can be branded with your logos

Login Screen



A login screen sample featuring the DocuTrack logo at the top right. On the left, there are three input fields: the first with a person icon, the second with a lock icon, and the third with a blue 'Login' button. Below the button is a link for 'Forgot password?'.

Simple to understand dashboard to manage your documents



Please find below the latest report of your documents activity:

Title	Company	Action	Date/time	Location
Contract Review	Acme Company	Email sent to Ria Tesia for signature	21/09/2020 10:00:02	DocuTrack server

[Login to DocuTrack](#)



From the user-friendly dashboard, see at a glance any activity around your signed document

Please find below the latest report of your documents activity:

Title	Company	Action	Date/time	Location
Contract Review	Acme Company	Viewed by: Helen Coles	22/09/2020 10:29:39	Derby
Contract Review	Acme Company	Viewed by: Helen Coles	22/09/2020 10:29:07	Derby
Contract Review	Acme Company	Signed by: Helen Coles	22/09/2020 10:28:49	Derby
Contract Review	Acme Company	Signatures complete	22/09/2020 10:28:49	Derby
Contract Review	Acme Company	Viewed by: Helen Coles	22/09/2020 10:28:37	Derby

Login to DocuTrack

Dear Helen Coles,

The document Contract Review has been signed.

View document

DocuTrack e-signatures are valid, legally binding and apply to any documents that require a signature. From new hire documentation, sales contracts, Letters of Intent, HR documents, NDAs and vendor agreements, to purchase orders, invoices and internal compliance documents, DocuTrack can help you streamline your signing cycle to get your business moving forward faster.

DocuTrack Cloud-based software operates over the Internet to offer an innovative, flexible, and economical way of working. All you need is a Wi-Fi connection to use DocuTrack pioneering software that enables you to sign and distribute these authorised documents from anywhere in the world.

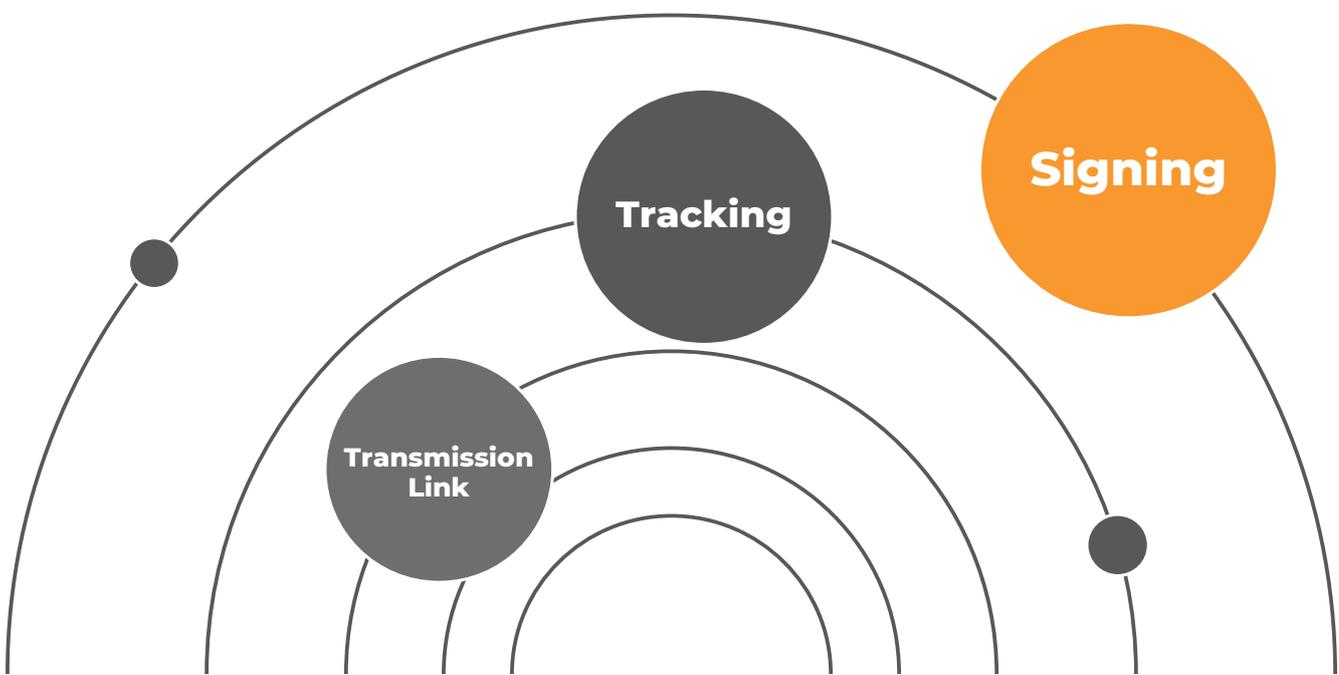
An electronic signature, or e-signature is a name in a digital format that is attributed to an electronic document. Often, e-signatures take the form of a physical signature or printed name and fulfil the same functions such as identification of the signatory.

The beauty of DocuTrack is that you no longer must be constrained to your office to receive documents to be signed.

You do not have to be tethered to your office, desk, or printer.

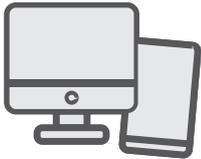
You do not have to waste your valuable time searching for parties whose signature you need.

You always stay in control of your business and oversee contracts remotely, without having to be present in an office or fixed location. You could be *anywhere*, and still sign, or get documents signed – there is no geographical restriction with DocuTrack cloud technology.



How to sign a document or distribute a document that needs to be signed

Getting a document electronically signed using DocuTrack is a quick and simple process for both sender and signee alike. Compress traditional signing cycles and get your document signed in four simple steps.



1. Log into your secure, branded, DocuTrack portal www.docutrack.co.uk.



2. Upload / choose document from your library and create link.

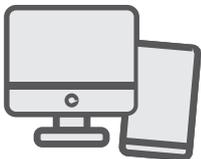


3. Establish who needs to sign your document and create signature / stamp location.



4. Distribute your documentation by clicking on send.

If you are receiving a document to be signed



1. You will receive an email informing you that a document needs to be signed. Click on this link within the email.



2. The link will take you directly into DocuTrack and documentation to view or sign. You do not need to create a new account or login anywhere else.



3. Electronically sign the document. The final signed version of this document is distributed back to signatories and is available for you to download.

Under English law, a wet signature is not necessarily required for a binding contract. A contract is valid if legally competent parties decide consensually – be it verbally, on paper, or *electronically* – and come to an agreement. This means that an electronic signature is legally binding in the UK, and you could use this to revolutionise your business and how you work in the future.

DocuTrack can also be used in conjunction with your content management system (CMS) to ensure content is always up to date. One of our clients has a team of sales personnel in the field, who constantly refer to changing price lists when speaking with their customers. Our client found he needed the latest version of his frequently updated price list to be distributed to multiple individuals who were acquiring signatures from clients via infoForms (software that enables data capture on the move). By centrally publishing the most recent document within Head Office – our client's price list in this example – version control was achieved so that the correct document was used, whilst linking to infoForms so that everyone was on the same page.

If you would like a free trial of DocuTrack do not hesitate to ask. Further information can be found here: www.docuflow.co.uk/service/digital-track-and-sign-with-docutrack

For more information about DocuTrack, or to book a free demo or trial, please click here.