

Document Control

Are you having difficulty keeping up with your document control needs?

IsoTracker is a powerful tool for managing and controlling ALL your documents. You can be sure that your staff, and other users, can only view documents that they have been given access to. IsoTracker guarantees that they are viewing the latest version of a document.

Introducing documents from your existing systems is simple. IsoTracker accepts all commonly used applications that a browser supports. You don't have to retype any of your documents, just introduce them into isoTracker and build up their properties such as version number, approval details, publishing criteria and review dates.

Changes to documents are controlled in an easy and manageable fashion. Only approved users can make changes to documents and a revised version automatically inherits the properties assigned to the original document.

A full and complete history trail is kept for each document. You can quickly see everything that has happened to that document, when it happened and by whom. Archived versions of a document are also available to approved users.

Business Benefits

- Reduce administrative time and overhead. Spend less time updating, approving and distributing your documents. Also use fewer materials as isoTracker becomes your document repository.
- Make your documents easily accessible to everyone inside the firm, and key partners outside, but be secure in knowing that only identified users can view, change or approve them.
- Ensure that only the latest version of a document is available thereby avoiding costly mistakes of having two different versions available to your staff.
- Control your documents centrally but make them available across a geographically dispersed organisation.

Features

- IsoTracker can manage any document in any location at any time.
- Ensure that the correct people are involved with a document by identifying them as the authors and approvers when it is first introduced into isoTracker. Their involvement will remain as that document is updated and new versions are introduced.
- An individual's isoTracker account will allow them to access the documents they have permission to see. It will also tell them which documents are new, which documents will need to be changed, which documents have been changed, which documents they need to review and approve and more.