



Today's business face challenges that weren't even on the horizon a few years ago. Meeting those challenges means adapting quickly to changes in the marketplace, maximizing internal resources, and staying focused on core competencies.

TRACKER is one of the most powerful and versatile software packages for Correspondence Administration. It is flexible enough to take care of changing scenario and statutory changes. The parametric design provides protection against hard-coded programs, and retains flexibility. It offers you a unique combination: Great power over your daily transactions and Amazing simplicity of use.

You can use TRACKER to track the incoming and outgoing letters. You can generate all regular reports, to help you track appropriate documents.

The entire correspondence can be administered through TRACKER. It covers maintenance of Address Book, templates and documents styles for your letters / documents, prepare Word document, maintain scanned inward documents and organize your inward and outward letters / documents in the Binders.

### **TRACKER - Brief Features**

#### **Address Book**

The Address Book provides a convenient place to store contact information of people, groups and businesses that are important to you. With your address book, you have a place to store e-mail addresses, home and work addresses, phone and fax numbers, and personal information.

#### **Authors Book**

The Authors Book provides a place to store information of people from your own organization, who send or receive the letters / documents.

#### **Template**

When you send letters to your business contacts or personal contacts, you have various formats or styles for the type of letter you send e.g. Standard letter, Fax, Quotation, Reminder etc. Instead of repeating the format every time for the simile letter, the TRACKER system provides you Template facility. Wherein you can create your own templates for various formats and use them whenever you want, saving your precious time. You can also store these templates for future use.

#### **Letterhead**

At the time of making a print out of your letter you might be using a printed stationary i.e. printed letter heads, envelopes etc. The TRACKER system facilitates you to use your own letterheads designed using MS Word.

#### **Binder Group**

The Binder groups are the groups created based on topics, party, project etc. The Binder group holds the inward and outward documents pertaining to the defined topic and you can view them collectively.

#### **Send Letters (Outward)**

When you send letter form MS Word, normally they are saved at various locations with different file names. As the volume of letters sent to your business contacts or personal contacts, become substantial, it becomes a difficult task to locate the exact document files from its location.

TRACKER system facilitates you to create letters and store them at its central database. You can create letters from the system or you can add the letters (created outside TRACKER system) to the system. Since the letters are stored centrally in a defined manner, you can trace the exact letter, just on a click. This eliminates your precious time which otherwise you waste on searching letter on your entire hard disk or stack of files. You may not even maintain hard copy of the letter, to get you some room in your office.



### **Receive Letters (Inward)**

While running your business you receive number of inward letters and documents. TRACKER system facilitates you to keep a track of these letters and you can physically add these documents in the system. If you receive the documents through email as an attachment, you can directly add these documents to the system. In case the letter are in physical form i.e. hard copy on a paper, then the scanned images of such letters can be added to the system. You can preview them at any time, just a matter of click, without wasting a time to search the letter from the stack of files. In such case, you may not even maintain the hard copies of the letters and utilize the space.

### **Send Circulars**

As an office routine, you often need to send circulars to your clients or contacts. The TRACKER system facilitates you to send circulars to the selected or all the recipients form the Address Book. You just have to select the circular and the recipients and click the Print button and relax while TRACKER prints all the circular letters for you.

### **Send Emails**

The TRACKER system facilitates you to send your letter through Email as an email attachment. You just have to select the letter and click Send button. This will add your letter to the email message as an attachment and your message will be added in the Outbox of the MS Outlook Express. The message will be sent in a normal course when you select a Send and Receive option from MS Outlook Express.

### **Send Greetings**

The TRACKER facilitates you to send Greetings to your valued business contacts or preferred contacts. You can set the system to automatically prompt you to send them Greetings on their birthday and / or on anniversary every year. This setting is available in Address Book - Personal Information section. If you had not opted for the Greetings in the Address Book and you want to send them now or if you want to send Greetings on other occasions, in such case also you can send greetings.

### **Specifications**

- Architecture 32 Bit
- Database MS Access
- Single User / Multi Users

### **System requirement**

- Pentium class processor.
- 64 MB RAM (128 recommended)
- 50 MB hard drive space.
- Color Monitor with 800x600 resolution.
- Windows 95, Windows 98, Windows NT 4.0, Windows 2000 or Windows XP
- MS Word 97 or higher.
- MS Outlook Express 5 or higher.

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**ELECHEM ENGINEERS**

25, Manisha Plaza, Sonapur Lane, Kurla (W), Mumbai – 400 070. India

Phone: 0091 22 5166570, 5144924. Fax: 0091 22 5144924

URL: [www.ElechemEngineers.com](http://www.ElechemEngineers.com)

Email: [tracker@ElechemEngineers.com](mailto:tracker@ElechemEngineers.com)