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Infinitrac Plus Package

Thank you for your interest in the Infinitrac System! This document reflects the general purpose and design considerations that went into developing the system and a summary of the capabilities of our Plus Package. Should you have any outstanding questions, please give us a call at (866) 548-8407 or email info@infinitrac.com.

Background and Motivation

As a business grows out of infancy, it finds itself in a position where it must maintain a wealth of records, manage significant workflow, and make impacting decisions while providing its services and supporting its customer base. From the management perspective, this is often the choke-point where the desk gets cluttered, employees feel overwhelmed, and observant customers begin to become intimate with your internal processes. Defining business processes will often become slow and difficult to manage as the information is rarely complete or cohesive.

The current approaches to this problem are cheap, unfinished products, or very expensive, enterprise level implementations. On the cheaper side, bugs are common, features are rarely user friendly, and support can be non-existent. On the other side, we find feature rich applications (also, rarely user friendly), extremely costly implementations, training requirements, and outsourced support. Throughout our experience in the industries we work with, the perceived value of these systems is negligible, perpetuating the same lack of organization and costly overhead due to end user frustrations.

Infinitrac Inc. and our Goals

Infinitrac Inc. was started to develop, promote, and support a CMS that would provide potential clients with a software solution to content management issues. Our previous experiences in management using cumbersome document management systems led us to the unifying theme of the Infinitrac effort...“Simple”. In initiating the effort, we organized a business plan that was to maintain and support users of the system, continue to develop the product and support our goal of simplicity for the end user. When Infinitrac Inc. was finally established, the software was functional and the doors were open, we realized we would gain the most awareness of issues and opportunities internally by managing our own workflow with the system.

The Infinitrac system was designed, in its earliest developments, to be infinitely scalable, providing value from small “Mom & Pop” businesses to complex, multi-billion dollar Corporations and Projects. Through this scalability, not only do we gain the capability of broadcasting a valuable tool to a larger market, but we can provide the extended services and support our smaller clients need to grow. Many of the features currently available in the Infinitrac system were developed and implemented directly from client requests. Our support team physically works together, so all support requests can be addressed promptly and all knowledge is readily available.

The Plus Package

Whether used in Project Management or Business Organization and Communication Management, the Plus Package gives our clients an effective and complete management tool that utilizes progress reporting, problem management, and vendor communication tracking. Throughout the workweek, businesses will conduct many functions resulting in a wealth of knowledge that often will, without proper tracking and organization, be forgotten. The Infinitrac Plus Package was developed with that task in mind, making records administration, meeting conducting, task delegation, daily occurrences, help-desk ticket tracking, and vendor relations much simpler.

Module Details

- **File Manager:** Your online document library gives you everything you need to easily upload multiple documents, title, organize, and control document flow. Organizational functions are common and intuitive to Windows users, with more advanced features like dissolve, folder access, and file linking sewn in. Revision control is simple, select a file and click “upload revision”, title it and your job is done. Infinitrac will automatically update the download and you can be sure proper revisions are being viewed.
- **Meeting Minutes:** Efficiently plan, notify, conduct, and conclude meetings using your Meeting Minutes application. The application is split into two pieces, Meeting Agenda and Meeting Minutes. The Meeting Agenda allows you to setup attendees and the agenda for discussion then send notifications from the system to the required attendees’ email addresses. The Meeting Minutes gives you a scalable form to note attendees and their method of joining, line item fields for subject-specific note-taking, and attachments and reference items to support solving the issues. All notes taken can be expanded and commented against (access restriction available), and turned into action items to assign to responsible individual(s). All meetings can be printed in a customized report.
- **Task Tracking:** Control your workflow with your Infinitrac Task Manager Application. Simply create tasks directly from the application (or from Meeting Minute notes), title and describe, give due dates and expected completion time, assign responsibility, and execute. Throughout execution, log any notes or comments, and log any attachments and reference documents that help define the problem and solution. Reports are available to view Tasks across the organization by full system, by employee, by status, by priority, or by individually selected tasks.
- **Daily Reports:** The Daily Reports module was developed to offer a way of tracking general information that occurs on a daily basis. It begins with a general description field to capture summary information and any managerial instruction to highlight areas of high importance. We’ve stacked various accompaniment pages that are more specific, which include: weather tracking (automatic feed and manual entry), material receiving, visitors, safety issues, any image or file uploads, comments, and quantity tracking. Everything in the daily report can then be “published” so that all users can view from their dashboards (homepage) and .pdf reports can be printed.
- **Issue Resolution:** Identify, monitor, and resolve issues that arise from internal work processes and “help-desk” support tickets. The Issue Resolution module has fields to identify the origination of the issue, client,

descriptions, priority, responsibilities for resolution, comments, and reference attachments. With these features, you can easily create and update issues as they become resolved and management will have a reference when recalling any previous issues through the reporting feature. Like all modules, Issue Resolution can be organized in a folder tree however you'd like, to ensure filing is appropriately categorized. Once the folder tree is setup, set prefixes to mounted (or "active") folders to generate unique numeric titling for each issue created.

- **Transmittal Manager:** Create outgoing transmittal packages and record incoming transmittals using your robust Infinitrac Transmittal Manager. Essentially two functionally different forms packed into one simple module. For outgoing transmittals, describe the contents of the transmittal and reason for sending, identify the recipients of the transmittal, and attach all files that comprise the transmittal package. Two options are available, one to send the transmittal electronically from the Infinitrac System which will send an email to all recipients with attachments, an email cover page, and a .pdf report containing the actual transmittal report. The other option compiles the transmittal into a downloadable "zipped" package and files it in the system; you can then send people references to the transmittal, email from your system, or print and send via paper mail. For incoming transmittals, note the sender and reference number, enter the description and upload the contents. The incoming transmittal manager also has a disposition function that will search the system for any documents containing the same vendor and drawing number as any in the package, and appropriately update your system with the new revisions. Finally, the system will automatically notify outgoing transmittal recipients of any new revisions that are uploaded to a file contained in a transmittal.



User Accounts (15)	User Accounts allow permission-based access into the system, secured by Usernames & Passwords.
Email Accounts (15)	Each User is given a POP3 Email Account with 2GB of Storage Space. Call and ask about upgrading to MS Exchange Email Accounts.
Online Calendar	Make appointments and plan ahead with your online calendar integrated into your Email.
Domain Registration & Hosting	Register your own personalized Domain Name (<i>www.yourdomain.com</i>). Our hosting accounts are located on our monitored secure servers and guarantee 99% uptime.
Storage Space (10GB)	All content is stored on our secure and supported servers. Additional storage is available for \$30 per 10GB per Month.
Website (3 Pages)	Add a personalized website to the front end of your database. Use any of our templates, or call and ask about custom development rates. Additional web pages will be charged the regular Developer's Rate.
Daily Database Backups	All Databases are backup up daily to ensure proper functionality can be restored within a 24-hour period in the unlikely case of an event.
Weekly Content Backups	All Content Storage is backed up weekly to ensure data retrieval.
Technical Support	All Support Cases are entered in a queue and taken care of sequentially from the time received.
Fax-thru-Email (100 Min.)	Setup a Toll-Free number (866 or 800) that will receive and send faxes thru your email. 100 Minutes is approximately 150 Faxed Pages. More minutes are available for \$15 per 100 Minutes.

Your Infinitrac Plus Package, including all the services outlined above, can be setup within 24-hours and is available starting at \$299.99/mo!

The Infinitrac Plus Package Summary		
Infinitrac CMS	Support/Backups	General Services
<ul style="list-style-type: none"> • File Manager Module • Meeting Minutes Module • Task Tracking Module • Daily Reports Module • Issue Resolution Module • Transmittal Manager Module • Hosting • Support 	<ul style="list-style-type: none"> • Technical Support • Content Backups • Database Backups 	<ul style="list-style-type: none"> • Email Accounts • Online Calendar • Fax-Thru-Email