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# Infinitrac Pro 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 Pro Package. Should you have any outstanding questions, please give us a call at (866) 548-8407 or email [info@infinitrac.com](mailto:info@infinitrac.com).

### **Background and Motivation**

As a business begins to grow out of defining its practices and into a more precisely tuned machine, projects and goals will become much grander. Larger project scopes require heavier investments of resources and money, and will demand an increase in managerial awareness. In order to keep costs down and make substantial use of these large opportunities, a management team will be assembled each with specific areas to cover. As the project then grows, more and more crew will be required to perform the functions of project management, with more of a focus on control than actual decision making. With many management and crew, the quality of communication slowly deteriorates as these individuals hone their focus and large issues often aren't identified in time.

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 Pro Package**

The Pro Package is tailored for our clientele that require a full suite of project controls applications for the most effective project management. This includes all modules currently available in the Infinitrac System and increased User Accounts, Email Accounts, Fax-thru-Email minutes and Storage Space. Our Pro clients get the full document filing and revision control capabilities, all sorts of communications (internal and external) tracking and easy monitoring, daily reporting, workflow tracking, quantity tracking, and any inferior products received will be appropriately identified and tracked through resolution. All the tools control and maintain your database in a collaborative environment that promotes communication and precise reporting. This is the complete package for any business ready to initiate project execution.

**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.
- **Submittal Manager:** Send professional Submittals directly from the Infinitrac System. Detail all pertinent data as to drawing numbers, transmittal references, specification references, discipline responsible, system the specs/drawings apply to, and any comments. Select all members required in the review of these specs/drawings, attach the documentation, and send the Submittal. The Submittal and all attached documents will be compressed in a zip file and mailed to all reviewers. Submittal reports can be printed for single submittal detail, or grouped submittal summary reports.
- **RFIs:** Create Requests for Information to gain higher understanding and appropriately pose questions that can be tracked and monitored through response. Form fields include Subject, Reference Number, Date Required, Priority, Status, Discipline, Author, Responsible Engineer, Date Returned, Reason(s), Description of Requested Information, all Recipients, any associated Files, and Assessed Impacts. When the Responsible Engineer is ready to respond, a link will be provided when the RFI is sent to link back to the RFI in the system, where the Engineer can then fill in the Response Field, Comment, and provide Response Files. After the request has been fulfilled, the option is available to simply compile (converts all contents into 1 zip file) and file in the system, or send the compiled zip file to all recipients and file it in the system. Reports are available for single RFI details and grouped RFIs summary reports.

- **QIRs:** When you receive a product or material that has been damaged or improperly fabricated, use the Infinitrac Quality Incident Report to notify the Vendor and recommend a disposition. Detail the report with Date, Status, Vendor, Drawing/Spec References, Equipment, Bid Package, Discipline, System, Description, RFI Reference, and attach any necessary files/photos. An Acknowledgment and Approval section is provided to ensure proper parties are aware of the Incident and its resolution. After the Contractor/Vendor receives the report, they will be provided a link back to the QIR in the system and can provide a Response and a Recommended Disposition, which the effected party can then remark on. Reports can be downloaded in a zipped (compressed) format and sent easily via email to any necessary parties.
- **NCRs:** When you receive a product or material that was not fabricated to the engineered specification, use the Infinitrac Non-Conformance Report to notify the Vendor and recommend a disposition. Detail the report with Date, Status, Vendor, Drawing Number, Equipment, Bid Package, System, Description of Non-Conformance, Recommended Disposition, Disposition Remarks, and Corrective Action required. An Acknowledgment and Approval section is provided to ensure proper parties are aware of the Non-Conformance and its resolution. When completed, a Date Closed field can be used to mark the resolution. Reports can be downloaded in a zipped (compressed) format and sent easily via email to any necessary parties.

<b>Features of the Pro Package</b>	
<b>User Accounts (25)</b>	User Accounts allow permission-based access into the system, secured by Usernames & Passwords.
<b>Email Accounts (25)</b>	Each User is given a POP3 Email Account with 2GB of Storage Space. Call and ask about upgrading to MS Exchange Email Accounts.
<b>Online Calendar</b>	Make appointments and plan ahead with your online calendar integrated into your Email.
<b>Domain Registration &amp; Hosting</b>	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.
<b>Storage Space (25GB)</b>	All content is stored on our secure and supported servers. Additional storage is available for \$30 per 10GB per Month.
<b>Website (5 Pages)</b>	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.
<b>Daily Database Backups</b>	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.
<b>Weekly Content Backups</b>	All Content Storage is backed up weekly to ensure data retrieval.
<b>Technical Support</b>	All Support Cases are entered in a queue and taken care of sequentially from the time received.
<b>Fax-thru-Email (200 Min.)</b>	Setup a Toll-Free number (866 or 800) that will receive and send faxes thru your email. 200 Minutes is approximately 300 Faxed Pages. More minutes are available for \$15 per 100 Minutes (approximately 150 Faxed Pages).



Your Infinitrac Pro Package, including all the services outlined above, can be setup within 24-hours and is available starting at \$699.99/mo!

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