

# TrackAbout Dynamic Forms

The TrackAbout® Dynamic Forms module provides a flexible electronic approach to data recordkeeping that truly leverages the handheld computer application used for efficient asset tracking. Dynamic Forms allows customization of the mobile application to complement unique work processes. New fields, objects and rules can be easily configured on the handheld to help increase worker compliance. Flexible electronic recordkeeping greatly increases efficiency and accuracy, ensures that procedures are carried out in proper sequence, and maintains ongoing compliance with regulatory requirements.

## The Inefficiency of Paper Records

Extensive recordkeeping poses a significant challenge for many distributors. Thorough and correct records of safety inspections, production and maintenance processes, quality analyses, driver duties, and similar activities are crucial to meet government, industry, and accreditation agency regulations. With paper-based records, however, maintaining accuracy can be difficult. Misplaced log sheets, incorrectly completed forms, missing approvals, and unrecorded or forgotten procedures may lead to failed inspections, fines, plant closings, and other costly penalties. Paper forms are also costly to print and store and are difficult to update when business processes change.

## Automate Recordkeeping to Meet Your Unique Needs

The TrackAbout Dynamic Forms module brings the efficiency and flexibility of automation to all documentation required for production and maintenance processes. Distributors can quickly and easily create their own electronic forms to capture accurate data. Automated task sequencing requirements programmed into handheld scanners increase worker compliance with proper operational procedures. Online storage and backup of all records prevent data loss and ensure that required documents can be supplied to regulators at a moment's notice. The expense and hassle involved with generating, distributing, and updating paper forms are eliminated virtually overnight.

## TrackAbout Dynamic Forms benefits:

- Mandated workflow via electronic task sequencing
- Fast, error-free approvals through online signoffs and alerts
- Thorough, accurate form completion driven by smart technology
- Peace of mind from knowing that valuable records are secure yet accessible
- Better business intelligence from reporting and analysis tools
- Significant savings realized by eliminating paper forms

## Electronic Checks and Balances

Advanced technology used to develop, program, and process electronic forms prompts users to provide complete, accurate information in the right format.

- Distributors can utilize default forms or develop customized forms
- Check boxes, dropdown menus, radio buttons, text entry with validation, and similar smart features create clear parameters for data completion
- Online safeguards highlight incorrect responses for users and prevent form submission until all data is properly entered
- Form versions can be numbered for better tracking as updates occur

## Automated Approvals and Alerts

Online alerts and supervisor signoffs on electronic forms ensure that approvals are obtained when and where required.

- Signatures can be captured electronically and stored online for instant verification
- System sends alerts to designated supervisors if signoffs are not completed within a specified period
- Fast access to online records enables status checks at any time

## Rapid, Efficient Workflow

Electronic features and capabilities ensure that procedures are properly followed, facilitating greater productivity and a faster, more efficient workflow.

- Data entered into system through handheld scanners is automatically time-stamped, eliminating “pencil whipping” used to catch up at the end of the day
- Programmable sequencing requirements determine order of user actions and support adherence to correct operating procedures
- Handheld scanner data can be sent to website wirelessly at any time or via daily batch transmissions
- System monitoring helps supervisors quickly identify and address worker productivity or asset maintenance problems
- Electronic maintenance records reduce loss of revenue from work performed, but not billed
- Distributors can quickly email or fax online records to resellers and end users or provide password access so they can retrieve documents themselves from the website

## Comprehensive Reporting and Analysis

Ability to aggregate online data into valuable reports enables more accurate performance assessments and drives better business decisions.

- Users can create customized reports utilizing supplied report templates
- Automated tools support fast, easy retrieval and analysis of production and maintenance information

## Third-Party Security and Credibility

Centralized, secure storage and continual backup on the TrackAbout website prevents corruption or loss of valuable records and provides unbiased third-party data credibility to inspectors and customers.

- Record information can be printed or verified online by inspectors
- Production and maintenance data can be instantly retrieved and supplied to customers when bills are challenged

## Elimination of Paper Forms

Electronic forms boost efficiency and save time and money formerly spent on printing, distributing, storing, and discarding paper forms.

- Online forms are continually available to users in any location
- Updates can instantly be made and distributed to multiple sites over the internet when procedures or business needs change
- Forms are accessed daily from the website during synchronization of handheld scanners, ensuring that current versions are used even at remote locations

## About TrackAbout

TrackAbout provides software-as-a-service for tracking and optimizing the use of portable physical assets. TrackAbout's best-of-class web-based and mobile computing technology effectively meet the challenges of managing shared assets in a shared environment. Smart logic filters and corrects data so only accurate tracking information is entered into enterprise business systems. As a result, many world-class organizations are using this information with confidence to make better business decisions and maximize revenue opportunities.