



Trax
MOBILE

Manage & Approve

Documents on the Go



Enterprise
IMAGING SYSTEMS



Experience the power of Trax Cloud at your fingertips with our **Trax Mobile Application**. Designed as a mobile extension of our cutting edge Trax Cloud solution, this app empowers you to manage your documents and streamline approvals while on the move.

Compatible with Trax Cloud Solutions

Trax Mobile seamlessly integrates with our Trax Cloud electronic document management system(EDMS) and accounts payable automation (APA) solutions. It's the perfect tool for existing Trax Cloud users or for those looking to upgrade to our web solution to enhance their document management capabilities with browser and mobile functionality.



Features

Seamless Document Uploads

- **Scan and Upload:** Use your phone to capture and upload documents directly to the TraX system. The app automatically adjusts and formats images for optimal clarity, converting them into professional-quality black and white pdf scans.
- **Multi-Page Scanning:** Easily scan multi-page documents, such as contracts, and upload them as a single, cohesive file.

Comprehensive Document Access

- **View All Documents:** Access all folders and documents stored in your TraX system from your mobile device. Stay informed about new uploads and keep track of essential files.
- **Real-Time Updates:** Check documents uploaded by your team instantly, ensuring you always have the latest information at your fingertips.

Efficient Document Indexing

- **Data Entry:** Index scanned documents on the go by filling in relevant data fields directly within the app. This ensures that all necessary information is captured accurately and promptly.
- **OCR Integration:** For companies with OCR enabled, fields are automatically populated, streamlining the indexing process.

Streamlined Approvals

- **Workflow Management:** Receive notifications for document approvals directly on your mobile device. Approve invoices, records, and other documents anytime, anywhere.
- **Enhanced Productivity:** Keep your business processes moving smoothly, even when you're away from your desk.

Secure and Controlled Access

- **Role-Based Permissions:** Assign specific roles and permissions to users, ensuring secure access to sensitive information. Tailor access levels to fit the needs of different team members, from admins to regular users.

Benefits



Increased Efficiency

- Save time and reduce manual effort with intuitive on the go document scanning, indexing, and approval workflows.



Enhanced Flexibility

- Manage your documents and approvals from any location, ensuring uninterrupted productivity.



Improved Accuracy

- Ensure data integrity with automatic image correction and OCR integration for accurate mobile information capture.



Real-Time Collaboration

- Stay connected with your team and keep track of document statuses in real-time, fostering better collaboration.



Secure Access

- Maintain control over your documents with robust security features and customisable app user permissions.



TraX
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Available on the App and Google Play Store, the TraX Mobile Companion App is ready to transform the way you manage your documents. Download it today and take your document management to the next level.

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