



Scanned Document Management System

Scan Track is a comprehensive scanned document management system that integrates with bisTrack to augment bisTrack’s document storage, linking and retrieval capabilities. Your staff will be more efficient and better informed, with the documents they need at their fingertips. Here’s how:

- **Centralize and link relevant documents.** Use Scan Track to link signed and outside documents with relevant documents within bisTrack.
- **Make document retrieval easy.** Your staff will find all documents related to each order listed together and can easily view, print, fax or email.
- **Reduce storage space and paperwork.** Eliminate the need to store signed or paper-based documents from outside sources.
- **Speed document management.** Use barcodes to reduce data entry and automatically link with relevant bisTrack documents. Import documents in batches using a range of scanning technologies and services. Staff will archive, retrieve and re-file documents faster.

Multiple Choice of Document Sources

Scan Track accepts document images scanned by TWAIN scanners, which offers the flexibility to use most desktop scanners, the scanning capabilities in many printers, and most outside scanning services. All the common image formats are supported: .jpg, .tif, .gif, .bmp, etc. Scan Track operates with three scanning options:

- **Manual Scan.** Scan single images and edit the properties after the scan is complete.
- **Auto Scan.** Scan a batch of documents with no user intervention, typically used with barcoded documents that require little or no editing or data entry.
- **Import Scan.** Import scans from a selected folder into Scan Track. This option is used when importing from a printer or other scanning technology or outside scanning service.

Name	Subfolder	Has Barcode	Barcode Prefix
Supplier Invoice	supplier invoice	True	SIIV
SO		True	SO
Signed Returns Note	returns	False	
Sales Invoice		True	INV
Purchase Order		True	PO
Delivery Note		True	DEL
Collection Note		True	COL

Document types are user-defined, and tell Scan Track how to recognize and link a scanned document from the barcode.

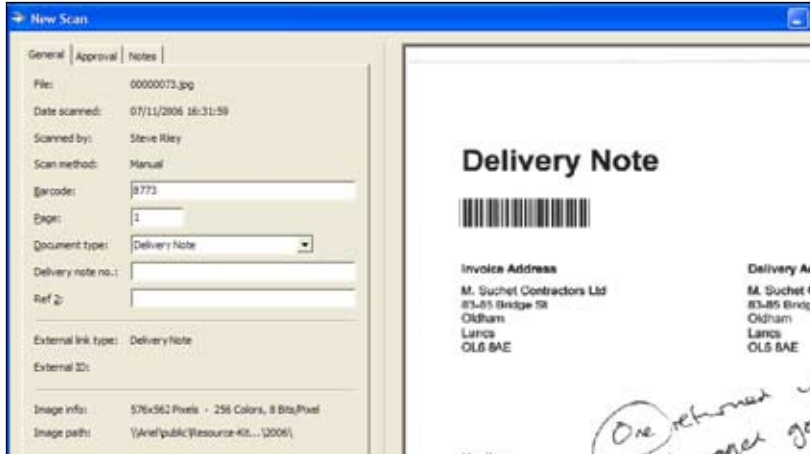
Barcodes save time and unite documents within bisTrack

In all three scan options, Scan Track tries to detect and extract information from a barcode in the scanned image, then link it to relevant documents within bisTrack. Barcodes save time, minimizing the need for data entry and manual intervention.

bisTrack documents are easily created with a barcode that identifies the document type, its document and page number. Outside documents, such as a customer Purchase Order, can be labeled with a barcode that ties it to its relevant document within bisTrack.

bisTrack supports a variety of barcode formats, including Codes 39, 128, 25; EAN 13 and 8; UPC-A and -E. Two Microsoft® “3 of 9” (Code 39) barcode fonts are shipped with Scan Track for ease and convenience.

bisTrack™ Scan Track



Scan Track recognizes barcodes, which can be printed directly onto a bisTrack document or adhered with a label onto an outside document. Barcodes save time, minimizing data entry, facilitating Auto Scan, and automatically linking relevant documents within bisTrack.

Improve Effectiveness and Accuracy of Staff

When mundane tasks are made easier, your staff will perform with better accuracy and consistency. When all documents relevant to an order are at your staff's fingertips, they will respond more quickly to requests, deal more promptly with issues, and ultimately help improve customer satisfaction and company profitability. Here's how:

- **Sales.** Quickly link a customer's Purchase Order with your Quote and Sales Order, tied together by a unique Sales Order Number. Track the order through to delivery in bisTrack.
- **Account/Supplier Management.** Scan incoming correspondence and link to the relevant customer/supplier.
- **Work Order Management.** Scan and link customer drawings and plans to the relevant work order in bisTrack.
- **Pick-Up and Delivery.** With a simple click of a button, scan signed Collections Notes, Delivery Notes and Proofs-of-Delivery so that bits of crumpled paper don't need to be filed. Automatically link them to their original documents in bisTrack using barcodes.
- **Accounts Receivable.** Send copies of signed documents with month-end statements to speed collections and decrease incoming customer calls. Print, fax or email any bisTrack scanned document.
- **Accounts Payable.** Store supplier invoices electronically to reduce storage requirements and automatically link with purchase orders.

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