DocsTrack Mobile Application Operations Manual

Prepared for: DocsTrack Users

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Version: 1.0

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1. Introduction

1.1 About the Operations Manual

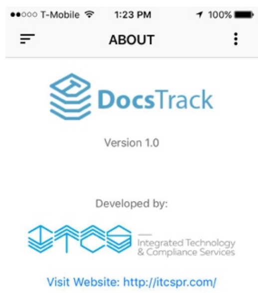
The DocsTrack Mobile Application's Operations Manual was prepared as a way to explain how the application works from scratch. Every option and feature in the application is explain in detail.

The manual separates the application's operations by the sections in the application:

- Registration: Sign Up, Login, Password Recovery, First-time Login and Logout.
- Setup: User Management, Roles, Profile, Company Settings and System Custom Lists.
- Menu: Dashboard, Add Documents, Workflows and Reports, About.

1.2 What is DocsTrack?

DocsTrack is a mobile application for tracking documents and their respective approval processes and statuses within organizations.



DocsTrack groups its registered users within their respective company or organization, and grants permissions to certain options and features by specified roles. The app allows the creation of documents, joined together inside projects, and allows assigning approvers to the documents. In turn, assigned approvers can submit approvals or rejection of documents to move the workflow of the documents.

The application helps managers to encompass the workflows of their organizations by providing a dashboard to view all documents, detailed by the given information and current statuses of each approver within a document. Also, the application allows the creation of reports generated in a non-editable format to help managers visualize even more detailed information about documents and users.

DocsTrack has email support to handle registration and password-related functions, and push notifications support to notify users about their participation in documents.

1.3 Downloading the App

DocsTrack can be accessed through various ways:

Web: Go to http://www.docstrack.com/ through your desktop or laptop's web browser of preference. Note that because DocsTrack was developed with mobility and ease of access in mind, the web portal's use through mobile devices is discouraged. In turn, downloading the application through your mobile device's applications store is preferred.

iOS: Go to App Store and type "DocsTrack" in the search bar. The application should be the first, or among the top options to appear. In case you can't find DocsTrack through the App Store, go to mobile's web browser of preference and enter "https://itunes.apple.com/us/app/docstrack/id1225710410?mt=8" in the address bar to find it directly.

Android: Go to Google Play and type "DocsTrack" in the search bar. The application should be the first, or among the top options to appear. In case you can't find DocsTrack thorugh the App Store, go to mobile's web browser of preference and enter "https://play.google.com/store/apps/details?id=com.pixnabi.luis.docstrack&hl=en" in the address bar to find it directly.

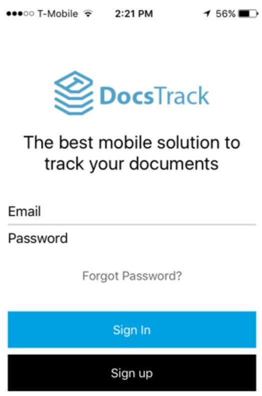
1.4 Privacy Policy

DocsTrack's Privacy Policy can be accessed through the web at "http://www.docstrack.com/privacy_policy.html" and explains in detail how we collect personal information and its use in the application.

2. Registration and Security Management

2.1 Registration Menu

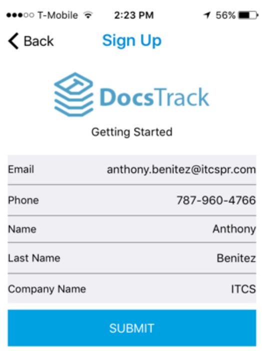
As you open DocsTrack, the first screen shown will be the Registration Menu. This menu presents options pertaining registering and security:



- Sign Up: Register to DocsTrack as an Administrator.
- Login: Log in to your account.
- Forgot Password: Recover your password when lost or forgotten.

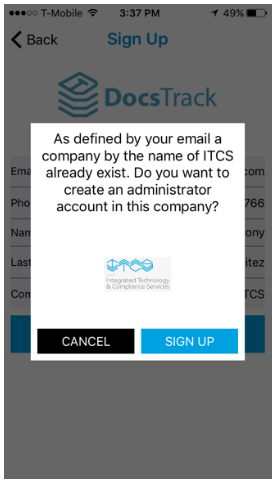
2.1 Sign Up

The Administrator Signup is accessed by tapping on the Sign-up label of the Registration Menu. This screen will show five (5) fields required to register the company and its Administrator in DocsTrack:



- Email: Email address of the user registering as Administrator.
- Phone: Mobile phone number of the
- First Name
- Last Name
- Company Name: Name of the company being registered.

The email address entered has to be a real email address in possession of the user, as it cannot be edited anywhere in DocsTrack after being registered.

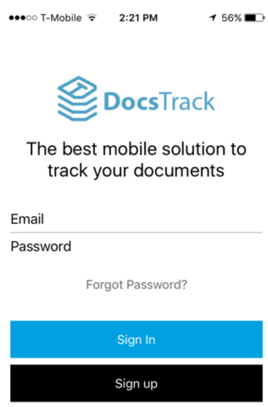


DocsTrack saves your email's domain (after "@" and before ".com") as an identifier of your company. If you are signing up and your company already exists, as identified by your email's domain, a prompt will notify that you are signing up as an Administrator of an existing company. By accepting, you become an Administrator of the company.

After successfully registering to DocsTrack, an automated email will be sent to the registered email address as a welcome to the application, with a copy of the registered information, and a temporary password used for the first login.

2.1 Login

The Registration Menu shows two (2) fields to enter: Email and password. To log in to your DocsTrack account, enter these fields and tap the Login button.

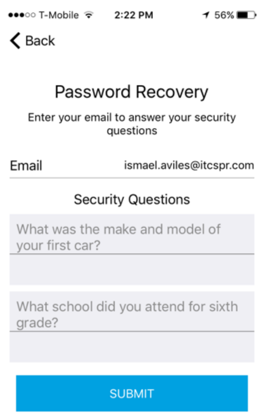


If this is your first time logging in to your account, requested a password refresh or completed a password recovery process, the user will need to enter the temporary password sent via email to log in.

Every time a user logs in to DocsTrack, the application saves an internal ID from the mobile device that is used, to send push notifications. Because of this, push notifications always reach to the last phone through which the account was logged in to. Logging in through the web doesn't affect push functionality because it is not supported.

2.1 Forgot Password

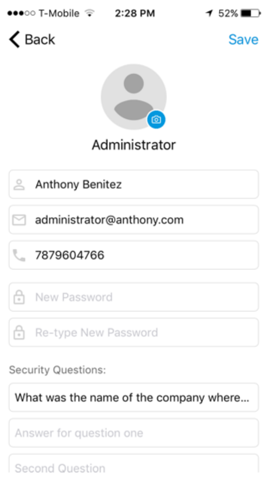
If by any reason, you have forgotten or lost your password, you can tap on the Forgot Password label to access to Password Recovery screen.



The Forgot Password screen will ask for your email. Enter your email and tap the Check button. This will check if your email is a valid email address and if it is already registered in DocsTrack. After verifying the email, the two security questions chosen when logged in the first-time login process will show. Answer these questions to receive an email with a new temporary password. Proceed to log in using the temporary password, and the application will guide you to set a new password.

2.1 First-time Login Instructions

After logging in for the first time, after requesting a password refresh or completing the forgot password process, DocsTrack's features will not be available immediately. The application will consider you an 'inactive user' until you have completed the First-time Login Instruction.



This process will guide you to your profile and require you to set a new password that will substitute the temporary password used to log in, and setting two (2) security questions from a predefined list and answering them. This security questions are necessary in case you forget your password and need to access the Password Recovery process.

After saving the necessary information in the profile, the application will activate the user, and will be able to use DocsTrack normally.

For security purposes, the First-time Login Instructions process will be repeated when:

- Password Recovery is completed in the Registration Menu.
- A user has requested a password refresh.

3. Roles

3.1 About Roles

Roles are an identification saved to each user that assigns functionality specific to the role.

3.2 Administrator

Description

The Administrator role is assigned to users signing up through DocsTrack's Sign Up option in the application's registration menu.

Administrators have access to every functionality and permission of the application within the company.

Administrators signing up to existing companies create a subdivision within the company. An Administrator has visibility of users belonging to another Administrator of the company, but limit user editing of the other subdivision.

Functionalities

Perform or check the following prior to transporting the machine:

- Dashboard: View all projects and document.
- Add Documents: Can create and edit projects and documents
- Workflows: Start workflows, submit approvals, and submit on behalf of other users.
- Reports: Generate reports.
- Setup:
  - Create, edit, delete and send password refreshes to users that belong to his/her subdivision.
  - Create and delete departments, document types and notification times
  - Edit company name and logo

3.3 Owner

Description

The owner role is assigned when creating or editing a user in the User Management section of Setup.

Owners do not have access to projects and documents that are not created by him/her nor assigned to him/her, create or delete departments, document types or notification times, or edit company name or logo. Owners can create users, but cannot edit, delete or send password refreshes.

Functionalities

Perform or check the following prior to transporting the machine:

- Dashboard: View projects and documents created by him/her, and documents assigned to him/her.

- Add Documents: Create projects and documents, and edit documents created by him/her.
- Workflows: Start workflows, submit approvals, and submit on behalf of other users.
- Reports: Generate reports limited to his/her work and users.
- Setup:
  - Create users

3.4 Approver

Description

The Approver role is assigned when or editing a user in the User Management section of Setup. Approvers are the participants of your documents, and their main function in the application is to submit approvals of documents.

Approvers only have access to submit approvals to documents assigned to them, and generate reports.

Functionalities

Perform or check the following prior to transporting the machine:

- Dashboard: View projects and documents assigned.
- Add Documents: *No access.*
- Workflows: Submit approvals.
- Reports: Generate reports limited to his/her work.
- Setup: *No access.*

3.5 Viewer

Description

The Viewer role is assigned when creating or editing a user in the User Management section of Setup. Approvers are the participants of your documents, and their main function in the application is to submit approvals of documents.

Approvers only have access to submit approvals to documents assigned to them, and generate reports.

Functionalities

Perform or check the following prior to transporting the machine:

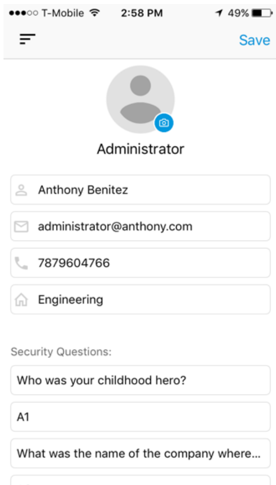
- Dashboard: View all projects and documents.
- Add Documents: *No access.*
- Workflows: *No access.*
- Reports: Generate reports with full visibility.
- Setup: *No access.*

4. Profile

4.1 About Profile

The Profile section shows the general information of the user, and can be accessed by tapping on your name in the action bar.

This information includes: First name, last name, email, phone, role, and your security questions and answers.



4.2 Uses

The initial information shown in Profile is the data given at the moment of creating the user (Owner, Approver, Viewer) or signing up to DocsTrack (Administrator).

Profile information is always available for Administrators and Owners to see in the Users section of the Setup menu.

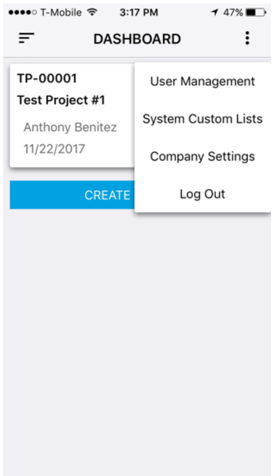
Within Profile, every user can edit his user information except for full name and email. Also, password refresh can be performed by the user by tapping the ‘Password Refresh’ button. The password refresh will send the user a temporary password via email to the email address registered. After logging in using the new temporary password, the application will require to create a new password to resume using DocsTrack.

5. Setup

5.1 About Setup

The Setup section permits the customization, of settings and dropdown options in the application. This section is accessible by

Administrators with full privileges, and only the User Management section by Owners.

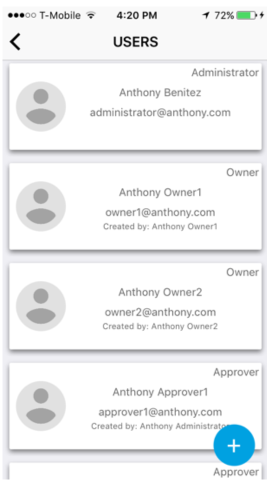


To enter the Setup menu, tap the upper-right menu button in the action bar. This will open a window with the different sections of the Setup. These sections are: User Management, System Custom Lists, Company Settings. The Log Out button also appears in this list.

5.2 User Management

- Administrator, Owner

The User Management section shows options to create, delete or edit users. Users created will be available in dropdown menus in sections of DocsTrack that require them.



5.2.1 User Creation

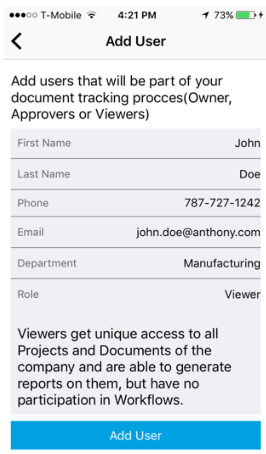
- Administrator, Owner

In User Creation, a user can create new users to add to the company. Creating a user will require five (5) fields proceed with saving and adding the new user:

- First Name
- Last Name

- Phone
- Email
- Role

Administrators can assign a role of Owner, Approver, or Viewer, to its users, but Owners creating a user will have an Approver role as default, and can only be edited or deleted by the Administrator.

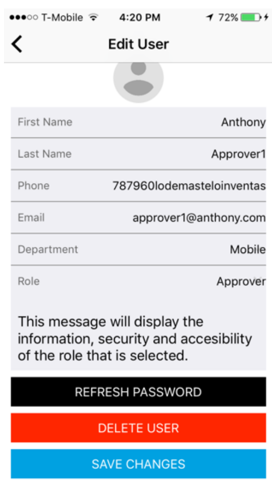


After adding the new user to the company, an email will be sent to the email address with the link to the DocsTrack download in the App Store or Google Store, and the information registered for him, including a temporary password to log in for the first time.

5.2.2 User Edition

- Administrator

In User Edition, an Administrator can change the role of any user within his company. To access User Edition, tap the name of the user you want to edit in the Users table, and tap Add/Edit. The User Edition screen will show the current information of the user. Select a role in the dropdown menu and tap the Save button to save the changes.



Saving a role change will send an email and push notification to the edited user, alerting the user of the changes.

5.2.3 User Deletion

- Administrator

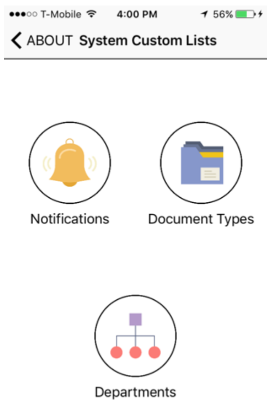
To delete a user from your company, press the Delete User button. Only users that have no pending activites in the company are able to be deleted.

Deleting a user will send an email to the deleted user notifying that the user will no longer have access to the company's DocsTrack.

5.3 System Custom Lists

- Administrator

System Custom Lists are lists of information that appear as dropdown options at the Add Documents screen. These options are customizable; new options can be added or deleted.
Every System Custom List can be accessed by tapping on System Custom Lists option of the Setup button in the Action Bar.



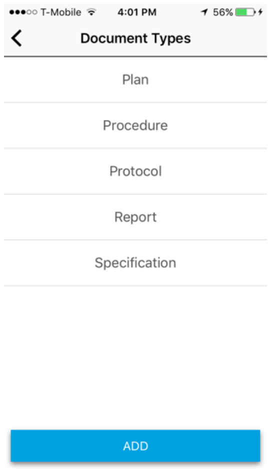
The System Custom Lists screen will display three (3) buttons, one for each Custom List. Tapping on any of these will show a table with the current options of the respective button tapped.

To add an option, type the desired option in the field and tap Add.

To delete an option, type the option you want to delete and tap Delete. DocsTrack will warn you that you are about to delete an option. Tap Yes to proceed with the deletion.

5.3.1 Document Types

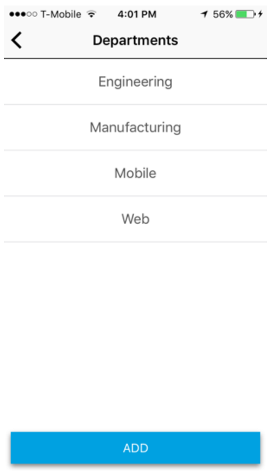
- Administrator, Owner



Within DocsTrack, Document Types can be created as combinations of either characters, numbers, or both, and serve as identifiers for documents. Every document is assigned a document type and are used in the Summary by Document Type and Audi Trail reports.

5.3.2 Departments

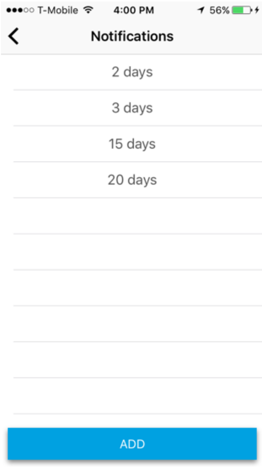
- Administrator



Departments can be created as combinations of either characters, numbers, or both. Every user has a department that can be chosen in their profile, or assigned by the Adminsitrator or Owner at creation. Departments are used to filter approvers and classify documents when creating a document.

5.3.3 Notification Times

- Administrator, Owner



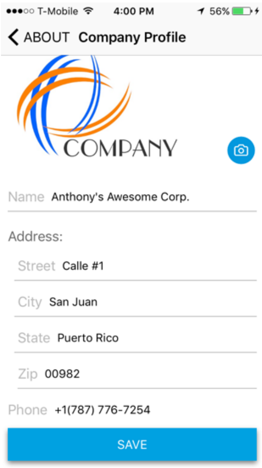
Notification times are created with whole positive numbers.

The notification time saved on a document is the interval of days in which a notification is sent to the pending approvers of the document to remind them of approval submission.

5.3 Company Settings

- Administrator

Company settings will show your company name given at the Administrator's sign up. Also, it shows the company logo, defaulted to DocsTrack's logo, and fields to enter the company's address, phone number and web address.



As an Administrator, you can edit any of the company's information at any moment

Company settings are reflected in reports, showing the company's name and logo at the top left, and address, phone number and web address in the footer.

6. Dashboard

6.1 About Dashboard Tab

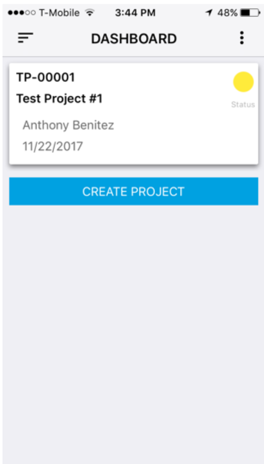
- Administrator, Owner, Approver, Viewer

The Dashboard tab shows your history about projects, documents, and information about the flow of said documents, in a linked pattern. Entering a project will direct you to its documents, and entering a document will direct you to its status information.

Projects and documents shown in the dashboard's lists are internally filtered by roles:

- Administrators can see all projects and documents in the company
- Owners can see projects owned by them, along with all documents associated with the projects.
- Approvers can only see projects in which they have at least one document assigned to them, and only the documents inside the project in which the Approver is assigned.
- Viewers can see all projects and documents in the company

6.2 Projects View



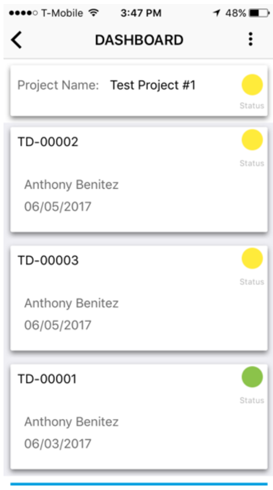
The Project View is the main screen of the Dashboard tab. It shows a list of project history with the following information:

- Project Name: Name given to the project.
- Project Number: Number given to the project.
- Owner: Owner assigned to the project.
- Due Date: Date expected for all documents in the project to be approved.
- Status: Current status of the project.
  Green light indicates that all documents are approved and project has successfully closed.

Yellow light indicates that the project is currently before due date and in progress.
Red light indicates that the project has exceeded the due date and in progress.
Gray light indicates that the project has not been started yet.

Tapping a project will direct you to the Documents View.

6.3 Documents View



After tapping a project in the Projects View, you will enter the Documents View. A new list will show with the documents of the project, depending on your role and document assignation:

- Administrator: View all documents.
- Owner: View all documents if is the owner of the, documents assigned if is participant of a project but not owner.
- Approver: View documents assigned only.
- Viewer: View all documents.

At the top of the list, a header will show you the current project that you are in. This header shows:

- Project Name: Name of the project selected.
- Owner: Owner of the project selected.

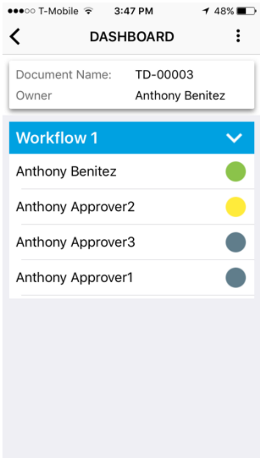
Each document in the list will show the following information:

- Document Number: Number given to the document.
- Owner: Owner of the document/Workflow Initiator.
- Due Date: Date expected for all approvers assigned to approve the document.
- Status: Current status of the document.
  Green light indicates that the document has been approved.
  Yellow light indicates that the document is currently before due date and in approval process.

Red light indicates that the project has exceeded the due date and in approval process, or has been rejected or stopped.
Gray light indicates that the document has not been started yet.

Tapping a project will direct you to the Document Status View. Alternately, tapping the 'Back' button will direct you back to the Projects View.

6.4 Document Status View



After tapping a document in the Documents View, you will enter the Document Status View. This final view of the Dashboard tab shows a header that specifies the document selected, and a table presenting every workflow, approver assigned, and selection of each approver in the document.

The header is located at the top of the view, and it shows the following:

- Document Name: Name of the selected document.
- Document Number: Number of the selected document.

Below the header, the table showing statuses is presented as the following:

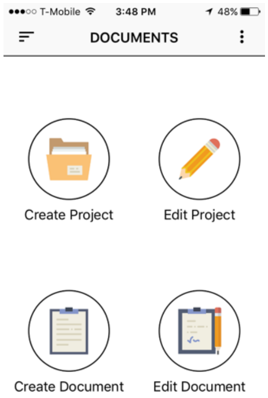
- Approvers of the document are fixed to left column (y-axis) of the table.
- Workflows are fixed to the upper row (x-axis) of the table
- Every cell in table will have a status for every workflow that has been created.
  Green light indicates that the approver has approved the document or the owner has started the workflow.
  Yellow light indicates that the approver is currently reviewing the document.
  Red light indicates that the approver has rejected the document or the owner has stopped the workflow.
  Gray light indicates that the approver is not in turn to submit an approval.

Tapping the 'Back' button will direct you back to the Documents View.

7. Documents

7.1 About Documents Tab

- Administrator, Owner

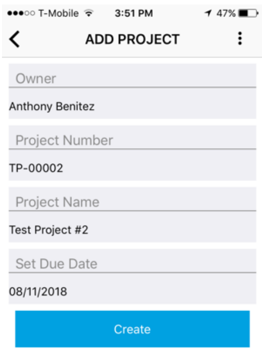


The Documents section is where Administrators and Owners can create projects and documents.

7.2 Projects

Projects' purpose within DocsTrack is to group a collection of documents within a single entity. Projects have their own start date, due date and status to track all documents within it as a whole. Projects start tracking activity when any of the document's workflow within the project is started.

7.2.1 Create Project

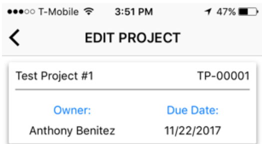


Tapping on the Create Project label will direct you to the Project Creation screen. To create a project, enter the fields showed in the screen:

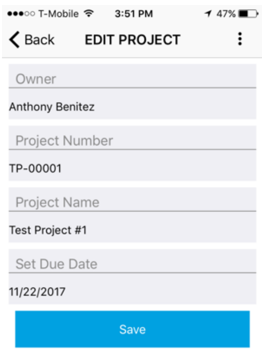
- Project Name
- Project Number
- Owner
- Due Date

After entering the information, tap on the CREATE PROJECT button to save the project, and a message will pop up notifying that the project has been created. You can verify the project on the Projects View of the Dashboard tab.

7.2.2 Edit Project

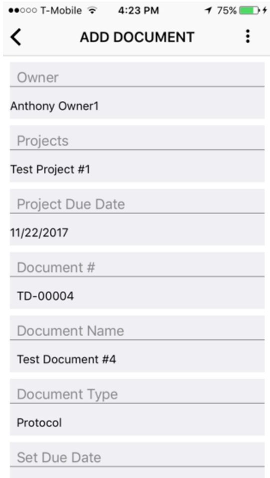


Tapping on the Edit Project label will direct you to the Project Edition screen. A new screen will show with a dropdown field to select which project to edit. After selecting a project, you can change the due date of the project. Press 'Save' button to confirm the new due date.



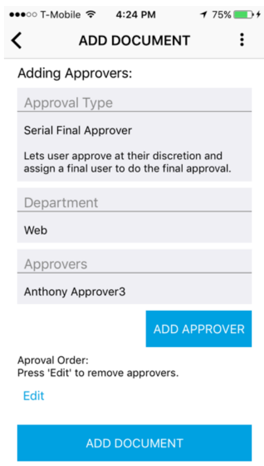
7.3 Documents

7.3.1 Add Document



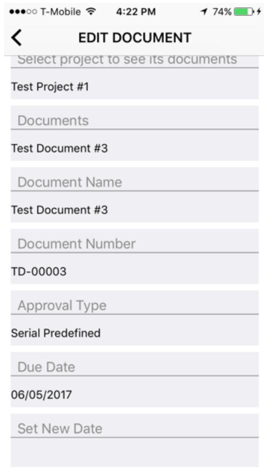
Tapping on the Add Document label will direct you to the Document Creation screen. To create a document, enter the fields showed in the screen:

- Project Name (Project to add the document to)
- Document Name
- Document Number
- Document Type
- Due Date
- Notifications
- Department
- Approval Type
- Serial Order (If Approval Type is Serial Predefined)
- Final Approver Checkbox (If Approval Type is Serial with Final Approver)



After entering the information, tap on the Add Document button to save the save the document, and a message will pop up notifying that the document has been added to the project selected. You can verify the document on the Documents View of the selected project on the Dashboard tab.

7.3.2 Edit Document



Tapping on the Edit Document label will direct you to the Project Edition screen. A new screen will show with a dropdown field to select which project to edit. After selecting a project, you can change the due date of the project. Press ‘Save’ button to confirm the new due date.

8. Workflows

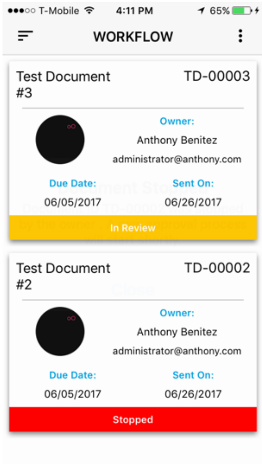
8.1 About Workflows Tab

- Administrator, Owner, Approver

The Workflows tab allows performing actions to the documents created by Administrators and Owners. Workflows allow Administrators and Owners to start or stop workflows, or participate in approvals, and Approvers to approve or reject documents. These actions are documented and reflected as statuses on projects, documents, and workflows.

To access Workflows, tap on the Workflows to directly go to the Pending Documents View.

8.2 Pending Documents View



In Pending Documents View, a list will show with all the documents waiting for an action. Unlike the Documents View in Dashboard which shows every document in the company (as filtered by roles), Pending Documents View only shows documents that have actions pending. As for every role:

- Administrators: View all documents of projects that have not been closed successfully.
- Owners: View all documents of projects that have not been closed successfully and belong to the Owner, as well as documents from other projects assigned if an approval is pending.
- Approver: View documents assigned from projects that have not been closed successfully and have pending actions.

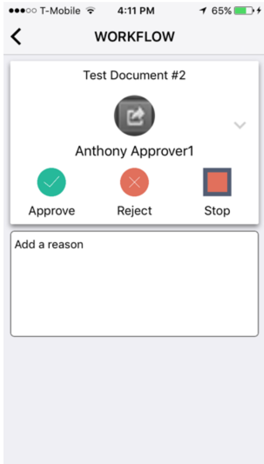
Every document in Pending Documents View will show the following information:

- Document Name
- Document Number
- Status
- Sent Date
- Due Date
- Project Name
- Owner

8.3 Approval View

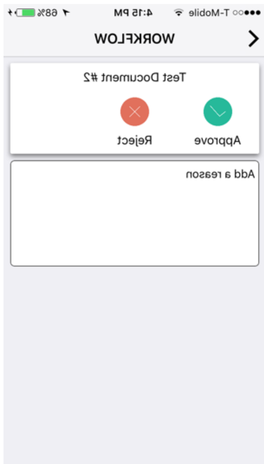
Tapping on a document in the Pending Documents View will direct you to the Approval View. Approval View will be different depending on the role:

- Administrator/Owner:



When a document is awaiting an Approval Start, one (1) button will show to Start Workflow.
When a document workflow has already started, three (3) buttons will show to Stop Workflow, Approve on Behalf and Reject on Behalf. Approving on Behalf and Rejecting on Behalf will require to select the assigned user to which the Administrator or Owner will approve and a reason for it, before accepting.

- Approver:



Two (2) buttons will show to either Approve or Reject. Rejecting a document will require to enter a reason for rejecting before accepting the rejection.

8.4 Document Approval Types and Statuses

When creating a document in Add Documents, one of the options in the document creation process is Approval Type. DocsTrack currently supports two (2) Approval Types: Serial Predefined and Serial with Final Approver.

The Approval Type selected for the document decides the flow in which documents will be approved.

8.4.1 Serial Predefined Flow

Non-interrupted flow:

1- Documents created will start with a status of 'Awaiting Start'.
2- Administrator/Owner submits a Start Workflow and receives a status of Approved, and a Workflow opens with the status of Open. The first assigned approver receives a notification and a status of In Review.
3- Consecutively, the first approver submits Approve. The first approver receives a status of Approved, and the next in order receives a status of In Review.
4- When the last assigned approver submits Approve, the Workflow receives a status of Closed, and the Document receives a status of Closed of Approved Ahead Schedule if closed before due date, Approved On Time if closed on due date, or Approved Behind Schedule if approved after due date.

Rejected flow:

1- Documents created will start with a status of 'Awaiting Start'.
2- Administrator/Owner submits a Start Workflow and receives a status of Approved, and a Workflow opens with the status of Open. The first assigned approver receives a notification and a status of 'In Review'.
3- An approver submits a Reject. The Workflow closes and the Administrator/Owner receives a notification with the reason.
4- Administrator/Owner can Stop Workflow to make edits to the document, or submit Start Workflow to reopen the document, creating a new Workflow and notifying the first approver.

Stopped flow:

1- Documents created will start with a status of 'Awaiting Start'.
2- Administrator/Owner submits a Start Workflow and receives a status of Approved, and a Workflow opens with the status of Open. The first assigned approver receives a notification and a status of 'In Review.'
3- Administrator/Owner submits a Stop Workflow. The document receives a status of Stopped and the Workflow closes.
4- Administrator/Owner can make edits to the document or submit Start Workflow to reopen the document, creating a new Workflow and notifying the first approver.

8.4.2 Serial with Final Approver Flow

Non-interrupted flow:

1- Documents created will start with a status of 'Awaiting Start'.
2- Administrator/Owner submits a Start Workflow and receives a status of Approved, and a Workflow opens with the status of Open. All approvers except the Final Approver receives a notification and a status of 'In Review'.

Rejected flow:

5- Documents created will start with a status of 'Awaiting Start'.
6- Administrator/Owner submits a Start Workflow and receives a status of Approved, and a Workflow opens with the status of Open. All approvers except the Final Approver receives a notification and a status of 'In Review'.

Stopped flow:

1- Documents created will start with a status of 'Awaiting Start'.
2- Administrator/Owner submits a Start Workflow and receives a status of Approved, and a Workflow opens with the status of Open. All approvers except the Final Approver receives a notification and a status of 'In Review'.
3-

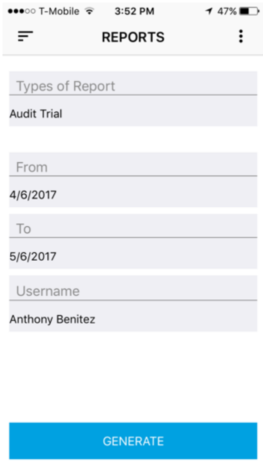
9. Reports

9.1 About Reports Tab

- Administrator, Owner, Approver, Viewer

The Reports tab lets users generate reports based on parameters given.

9.2 Reports Screen



Tapping on the Reports tab will show only one field, Report Type. Depending on the report type chosen, other empty fields will show, serving as parameters for generating reports. All reports will be preceded with the company name, company logo and report title. There are five (5) report types within the Report Type field:

- Summary by Document Type
- Document Time Distribution
- Project Time Distribution
- Audit Trail
- Workflow Distribution by Role

9.2.1 Summary by Document Type

Input:

- Document Type

Summary by Document Type report will show all documents within the company that have been assigned the Document Type specified.

This report will be sorted alphabetically by Document type, and shows the number of approvers, current status, start and finish date-time and amount of days taken, for each document. On the lower part of the report, the total of documents approved, total time taken, average time, and approvers average will show for the documents already approved completely.

9.2.2 Document Time Distribution

Input:

- Document Number

Document Time Distribution report will show all approvers assigned to the specified Document Name or Document Number. For each approver, the report will show the current status, start and finished date-time, amount of time dedicated to the document in hours and as a percentage. On the lower part of the report, it will show the derivation from the target due date and a message indicating if the document was approved on time, on the due date, or late.

9.2.3 Project Time Distribution

Input:

- Project Number

Project Time Distribution report will show all documents created for the specified project. Similar to the Summary by Document Type report, this report is sorted alphabetically by Document Type, and shows the number of approvers, current status, start and finish date-time and amount of days taken, for each document, and on the lower part of the report, the total of documents approved, total time taken, average time, and approvers average show for the documents already approved completely.

9.2.4 Workflow Distribution by Role

Input:

- Role
  * *Administrator, Owner or Approver. There's an "All" option for every role.*

The Work Distribution by Role report shows the current participation in projects and documents of the user of the role specified. The report will display the projects and documents in which the user is participating, and the current status within the documents.

9.2.5 Audit Trail

Input:

- User
- From Date
- To Date

The Audit Trail report shows every action done by the specified user within the dates given. The report is sorted by date and time, and shows a Document Type if the action is in reference to a document, and the action done. The actions displayed include everything in the application, from login to logout, creating projects or documents, etc.

9.3 Generate the Report

All reports generated in DocsTrack will be available for download or to be sent via email to a specified user or recipient. These reports will be in PDF (.pdf) format.

END OF DOCUMENTATION