



People



Process



Technology



Growth

# File360

## Enterprise File Tracking Application

Complete Visibility. Better Control. Smarter Workflows.



**Track**  
Every movement  
in real-time



**Secure**  
Accountable  
custody



**Streamline**  
Organise &  
manage easily



**Improve**  
Productivity &  
compliance



## What is File360?

A powerful and easy-to-use file tracking application designed to manage physical files and documents across your organization. Track file movement, maintain accountability, ensure security and improve operational efficiency.



**Centralized Tracking**  
Complete visibility of file  
movement across departments



**Role Based Access**  
Secure and controlled access  
for all users



**Audit Trail**  
Complete history and  
accountability



**Customizable**  
Flexible to adapt to  
your organization's structure

## Key Features



**Dashboard**  
Role-specific summary and  
real-time insights



**Masters**  
Manage company, branch,  
department, employee, category  
and more (with CSV import/export)



**File Transactions**  
Create, acknowledge, transfer,  
close and reopen files



**Reports**  
Complete audit trail with  
search and PDF export



**Settings**  
User permissions, role management  
and application configuration

## File Lifecycle Workflow

From creation to closure - complete control  
at every step.



**Creation**  
System assigns  
official File ID



**Acknowledgement**  
Custodian marks  
as received



**Transfer**  
Custody routing  
with alerts



**Closure**  
Work complete  
and logged



**Reopen**  
Authorized users  
can restore closed  
files (conditional)

## Status Management



### File Status



**Open**  
Active and in circulation



**Closed**  
Work complete; currently inactive



### Movement Status



**Not Received** Pending recipient acknowledgment



**Received** Current holder has custody



**In Progress** Actively being worked on



**Transferred** Custody is moving



**Completed** Logged alongside file closure



**Improved Accountability**  
Know who has the file,  
at all times.



**Higher Productivity**  
Reduce manual  
follow-ups.



**Secure & Reliable**  
Role-based access  
and audit trail.



**Compliance Support**  
Maintain records  
for audits.



**Cost Effective**  
Streamline operations  
and save time.

## Who Can Use File360?



Government  
Departments



Corporate  
Offices



Hospitals



Educational  
Institutions



Manufacturing  
Units



Any Organization  
Managing Physical Files

Turn Your  
File Management  
into a Smarter, Simpler  
and More Secure Process  
with **File360**

[Request a Demo Today →](#)



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