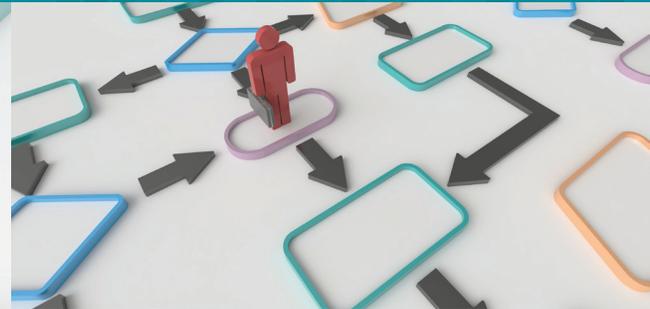




PROTRAK

Effortless organization for complex processes



For high-velocity, high-volume content production, process management can be the greatest obstacle to success.

Take control of your workflow with **ProTrak**, the premiere **production workflow management system** for complex publishing production or content digitization processes. Unlike other workflow management tools, ProTrak utilizes a forced-march methodology that adds discipline to your workflow, automatically guiding print or digital content through the entire production lifecycle.

Master complex workflows with **ProTrak**:

- Tasks are automatically assigned to the right people, and automation tools in the right order, to guarantee high-quality results in the shortest time possible.
- Deadlines are met and nothing falls through the cracks, as every file is tracked and documented, and any issues become immediately visible for quick resolution.
- Managers have complete insight and control over the progress of all of their projects.

Complex workflows.
Complete control.

ProTrak is the unrivaled solution for:

- **High Volumes of Material** Move hundreds, thousands, or millions of files through an efficient production lifecycle.
- **Publishing Production** Manage prepress and composition for books, journals, and websites.
- **Digitization** Streamline preservation of photographs and other paper-source material, digital files, or artifacts.
- **Metadata** Apply rich metadata efficiently across large quantities of diverse material.

How ProTrak Works

The power of **ProTrak** begins with its adaptability to user specifications. The experts at Apex configure the software based on publishers' unique process, terminology, handoff points in their workflow, and other particulars, making all modifications necessary to maximize efficiency.

ProTrak takes the guesswork out of who needs to do what, when. Users will see tasks due and upcoming deadlines in their **ProTrak** dashboard, and will receive a push notification advising them of their action items whenever a new task is assigned.

Managers, meanwhile, will view real-time status updates as tasks are executed, and get detailed reporting on production trends and performance metrics.

ProTrak Workflow Steps

1	Configure Workflow, assignments, handoffs, and dashboards are customized to your exact specifications by Apex workflow experts.
2	Upload Source files are uploaded initiating your workflow and tagging each piece of material for detailed tracking and reporting.
3	Activate Users are alerted as new tasks are assigned and deadlines approach keeping work moving forward on-time.
4	Finalize End deliverables are downloaded in your file format of choice to your platform of choice.
5	Analyze High-level and detailed reports give you instant insight into progress and problems.

Add Discipline to Your Workflow

ProTrak is the only production management tool that:

- Includes a forced-march workflow process that ensures projects continue to move forward.
- Adapts to users' particular workflow needs and project types, and integrates with other vendors and systems.
- Provides insightful reporting that enables managers to see real-time data on task turnaround times and performance metrics by person, department, content type, or project type.



About Apex CoVantage

Apex is a leading supplier of metadata, data conversion, editorial, and content-enhancement services to publishers worldwide. By balancing leading technology and broad industry expertise, Apex delivers exceptional content and media solutions to its customers. Apex has been managing large-scale content projects for libraries, publishers, and media companies around the world for nearly 30 years.

+1.703.709.3000

content@apexcovantage.com

@apex_content

linkedin.com/company/apex-covantage

facebook.com/ApexCoVantage

apexcovantage.com

Apex CoVantage
200 Presidents Plaza
198 Van Buren Street
Herndon, VA USA 20170-5338



Learn more at apexcovantage.com