**TrackIT**

**Fill and format excel file columns.**

a) SrNo column be continuous unique number starting with 2 to number of records.

b) Followup Date column should have date in YYYY-mm-dd format.

c) Project Controller Email, PMO Email, PMO Email2 columns should have valid email ids.

d) Email Sent By System column should have ‘No’ as default keyword.

e) Subject and Body columns value will be injected in email template dynamically.

**How to use TrackIT?**

Fill, save and close excel file.

**Step 1:** Then execute “TakeFollowUp\_1.exe” (responsible for date checks and send email to respective recipients)

**Step 2:** Then execute “MonitorOutlook.exe” (responsible for email monitoring and record vote/responses (Yes/No) of respective sender)

**Step 3:** Then execute “TrackFollowUp\_2.exe” (responsible to add new entry for defaulters and send reminder emails. Response back window in UAT is of 3 days and in Production will be 15 days).

**Do we have track of errors?**

Yes, we do track exceptions in “eLog.txt” file which will be generated and maintained programmatically by TrackIT.

**Do we have trace of process, at any given point in the time?**

Yes, we have logical trace within excel file.