# Improve your workflow

Use trackers to populate or review your project faster than ever. Let everyone work from one central checklist of tasks, activities, or data. Build your index from your tracker and link every document. Free yourself from emails and spreadsheets.

#### Set up projects faster

Build your project index in minutes from any tracker, with each row linked to its corresponding folder. Create a tracker from your existing Excel worksheet, or use one of our templates. Copy multiple trackers across open projects.

#### Prioritize and collaborate

Assign responsibility for each item, to individuals or workstreams. Set each item's priority. Add comments to provide any additional information needed.

#### Review progress at a glance

Visualize tracker data in your customizable dashboard. Summarize activity, then drill down to details such as status, priority, and due dates. Monitor all updates to a tracker by viewing its change history.

#### Control permissions at every level

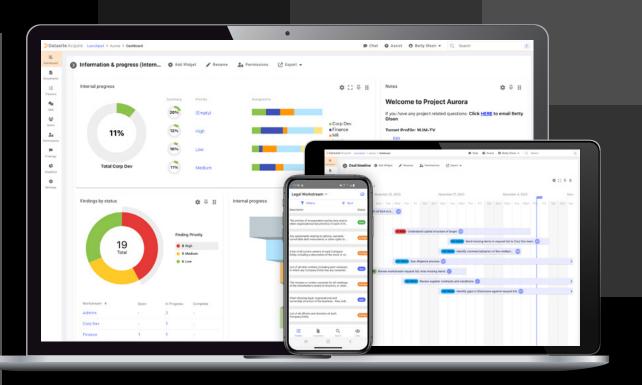
Control who sees what. Restrict access to specific rows, or the entire tracker. Hide certain columns and filter information to create different views. Apply permissions to specific users or entire workstreams.

#### Link to underlying materials

Leave no room for miscommunication - connect individual items directly to relevant documents and findings. Jump directly to any list from the dashboard and drill in.

#### Customize for your needs

Insert new rows and columns as required. Easily rearrange, rename, or repurpose columns. Review quickly using custom dropdown and multi-select values with color-coding.





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### Trackers

