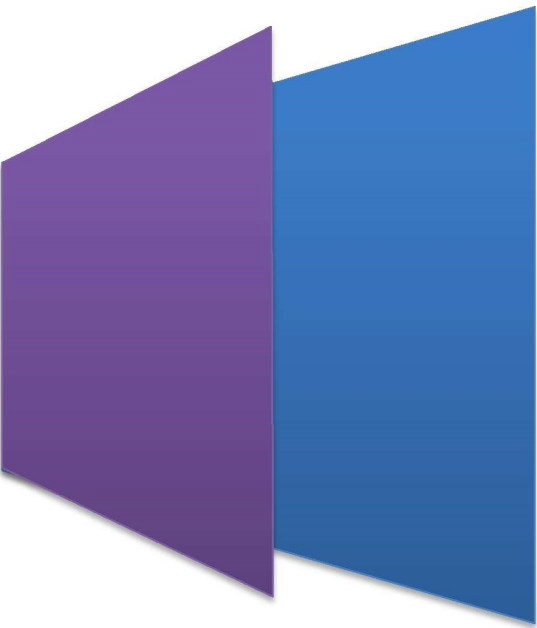




المستند الإلكتروني للبرمجيات

InfiniteECM

(DIWAN)



2016

Correspondence Management Solution “InfiniteECM® DIWAN”

★ About InfiniteECM® (Diwan)

It's a software solution to archive and managing for internal & external correspondence of the organization.

★ Advantages

- Electronic archiving for correspondence
- Generate outgoing letter from (MS-Word) templates
- E-Signature.
- Encourage users to archive all the books up to date.
- Ability to specify incoming & outgoing letters to list of departments
- Send correspondence to E-Correspondence tool (InfiniteECM Web Portal/Outlook as a link)
- E-Stamping for incoming & outgoing correspondences
- Matching between incoming correspondences with its related outgoing letters.
- Following up for incoming & outgoing correspondences
- Ready reports concluding frequently requirements
- Printing Delivery/Receiving lists.
- Direct linking with InfiniteECM EDMS.

❖ Managing incoming correspondences:

- ✓ System provides a screen to **Auto-fills** indexes users to of the correspondence record to its relevant data.
- ✓ Ability to specify multiple related departments to same correspondence to **reduce time & efforts for redundancy** of the same correspondence.
- ✓ Gives ability to apply **centralization of the correspondences** in the organization.
- ✓ Ease of **tracking correspondence's history** between incoming & outgoing correspondences.
- ✓ Ease of **tracking correspondence's status** (Signed, needs to signed, waiting for reply, ...)
- ✓ **E-Archiving** correspondences using:
 - **Scanning documents** throw the system directly by scanners without third-party software.
 - **Import soft-copies** of the documents (MS-Office, PDF, Images)
- ✓ System has ability to **E-Stamp** for the incoming correspondences.
- ✓ System has feature of providing "**List of Correspondences Postal Delivery**". It's a unique idea simulate the actual process of the correspondence. Which is provides a printable list of correspondence as a cover over envelope's correspondences to reduce manual and ensure of all deliverables are securely delivered
- ✓ System has feature of **E-correspondence** that gives ability to rout documents throw organization.
- ✓ System has feature to **Export Correspondence from the system to Email** as PDF or as original format.
- ✓ System has a new feature to **prevent add new document** if there is some other document are not archived yet.

❖ Managing outgoing correspondences:

- ✓ System provides a screen to **Auto-fills** indexes users to of the correspondence record to its relevant data.
- ✓ Ability to specify multiple related departments to same correspondence to **reduce time & efforts for redundancy** of the same correspondence.
- ✓ Gives ability to apply **centralization of the correspondences** in the organization.
- ✓ Ease of **tracking correspondence's history** between incoming & outgoing correspondences.
- ✓ Ease of **tracking correspondence's status** (Signed, needs to signed, waiting for reply, ...)
- ✓ **E-Archiving** correspondences using:
 - **Scanning documents** throw the system directly by scanners without third-party software.
 - **Import soft-copies** of the documents (MS-Office, PDF, Images)
 - **Import pre-designed templates (MS-Word)** used to autofill with ability to edit and save throw the system.
 Then:
 - Print it out to **sign it manually**.
 - Rout document for **E-Signature**.
- ✓ System has ability to **E-Stamp** for the Outgoing correspondences.
- ✓ System has feature of providing "**List of Correspondences Postal Delivery**". It's a unique idea simulate the actual process of the correspondence. Which is provides a printable list of correspondence as a cover over envelope's correspondences to reduce manual and ensure of all deliverables are securely delivered
- ✓ System has feature of **E-correspondence** that gives ability to rout documents throw organization.
- ✓ System has feature to **Export Correspondence from the system to Email** as PDF or as original format.
- ✓ System has a new feature to **prevent add new document** if there is some other document are not archived yet.

❖ Reports:

InfiniteECM Diwan system has ready reports, such as:

- ✓ **Productivity reports** (user/group of users) levels, which gives the statistics of the productivity for each users or the group of users.
- ✓ **Document's transaction report**, which gives all transactions log.
- ✓ **Follow up Reports**, to match incoming with its outgoing correspondences (vice versa) to show the correspondence needs to reply.
- ✓ **Postal Delivery Report** (Manual delivery for correspondences), which is a unique idea simulate the actual process of the correspondence. Which is provides a printable list of correspondence as a cover over envelope's correspondences to reduce manual and ensure of all deliverables are securely delivered for internal & external correspondences.