

# IT-BLOCKS

Correspondence  
Management System  
(CMS)

**IT-BLOCKS**  
Professional Software Services



# IT-Blocks: Correspondence Management System

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## Challenges

- The hassle of maintaining a solid workflow of correspondence
- The struggle of searching and tracking incoming and outgoing letters
- High cost of paper consumption
- Lack of defined internal communication within agencies

## Ideal Solution

- A well defined and structured flow for incoming and outgoing correspondence
- Automated correspondence lifecycle
- Save printing costs and resources, and thus save the environment

## Desired Outcomes

- Automated and well defined path for arriving and departing correspondences
- Easily track and access archived documents and letters
- Paperless and eco-friendly environment



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## Take full control over your correspondence lifecycle

### Capturing & Archiving

- Creating digital archive
- Correspondences' data and information are readily accessible.
- Economizing company expenses

### Paperless Environment

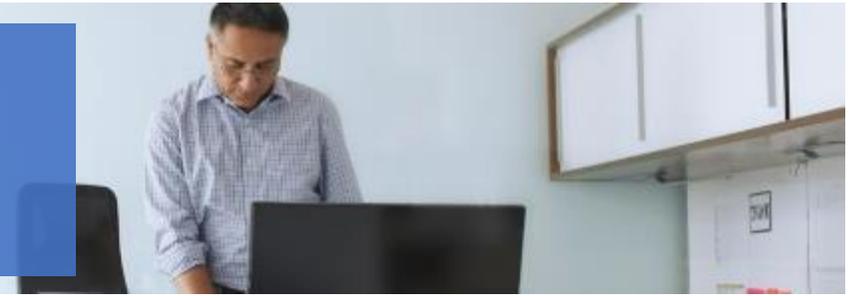
- Reduce the paper consumption
- Time-saving workflow
- Save physical spaces used to store paper

### Workflow Management

- Creating a certain path for each correspondence type
- Track the correspondence direction and path in the enterprise

IT-Blocks Correspondence Management System (CMS) allows organizations track correspondence from a variety of resources, and manages them through automated processes to ensure proper handling of requests.

# CMS + .Net + SharePoint



Using IT-Blocks CMS services, customers can easily implement SharePoint and Azure Information Protection for a reliable and secure correspondence management experience.

## Solution Alignment

### CMS + SharePoint Readily access to all files

- Single sign-on
- Document repository
- Simple access to files through SharePoint interface



### CMS + .Net

- Based on a solid platform
- Flexible customization

