IT-BLOCKS
Professional Software Services

Take full control over your correspondence lifecycle
Your correspondence lifecycle is now automated

Losing track of correspondence and documents flow/lifecycle are two ways that set-off any enterprise to failure.

In order to optimize performance, organizations need to take full control over internal and external correspondence and hand documents for their respective in a timely manner.

What is Correspondence Management System (CMS)?

IT-Blocks Correspondence Management System (CMS) allows organizations track correspondence from a variety of resources including scanned letters, e-mails, faxes, and electronic documents, and manages them through automated processes to ensure proper handling of requests.

IT-Blocks CMS provides a secure and safe document storage that secures access and prevents documents loss aiming to aid enterprises achieve more.

Why customers use CMS?

- Define and manage organizational structure, users and user rights.
- Secure documents storage
- Own a digital archive
- Enjoy paperless environment
- Search efficiently through incoming and outgoing correspondences.
- Monitor the 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

"The solution has improved our correspondence management system and saved a lot of time and effort."

- Mohamed Taher, CIO, GASCO

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Use IT-Blocks CMS to automate your correspondence lifecycle by new Microsoft systems

SharePoint

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

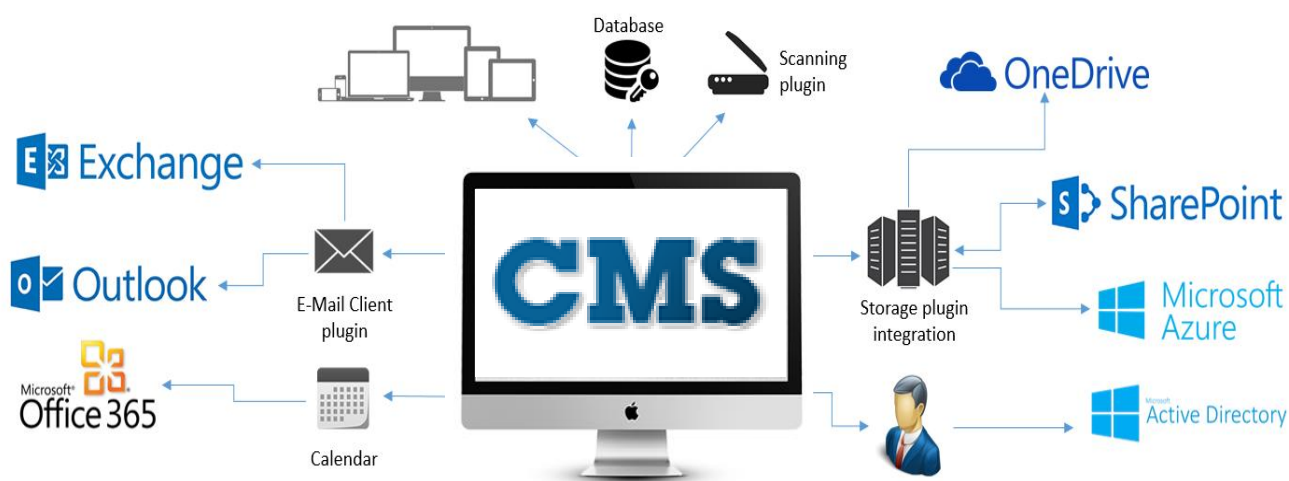## Dot Net

- Based on a solid platform
- Flexible customization

Our promise to you

It-Blocks CMS guarantees you a smooth management experience of internal and external correspondence.

An offer to get you started

It-Blocks CMS offers you

- Live tracking of incoming and outgoing correspondences
- Eco-friendly Environment
- Reliable and secure storage

- Define workflows that address internal communication within each agency individually.
- Monitor and control work processes related to documents on the e-correspondence system.
- Define and manage organizational structure, users and user rights
- Send and receive internal or external correspondence

Why IT-Blocks?

IT-Blocks is a professional software services provider delivering business solutions to its clients in Middle East & Africa. Building on our partnership with Microsoft, and other leading technology vendors, we provide a portfolio of information technology, applications and business process outsourcing services. With around 150+ full-time professionals, two headquarters in Cairo and Riyadh and with access to many other professionals in different areas, IT-blocks strives to provide the highest quality service and maintain customer trust while continuing to add real value to the business.

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