

Intelligent Correspondence Management System

There's no better way to get things off the ground than to implement a well-designed document management system



Reorganize and manage all the company correspondences' processes by providing a centralized system for every incoming, outgoing and internal correspondence.



The Solution

The system tracks and manage all incoming, outgoing and internal correspondences, while logging every action performed, tracking the correspondences' workflow, adding tasks on the level of the correspondence and managing users' permissions by specifying whether user can access, modify or assign with respect to the business rules and workflow of an enterprise.

Why customers use Correspondence Management System

- Saves time
- Saves money
- Strengthens security
- Connect correspondences
- Decrease the number of processes
- Integrates with other systems
- Complies with rules and regulations
- Improve content efficiency
- Enhance user experience

Users Right Management and Organizational Structure

- Log all incoming, outgoing and internal correspondences
- Manage related tasks and documents from all types
- Benefit from the Digital Signature feature
- Delegate your tasks to others.
- Stimulate collaboration through Notes module

Manage, Track and Control Correspondence and Content

- Benefit from advanced search and reporting capabilities
- Have multiple input channels to add the correspondence by scanning, uploading or via an outlook plug in.
- Track all actions performed via Audit Trail
- Generate barcode and template for each correspondence

Controls the Correspondences Workflow Form Creation End to End

- Monitor and control processes
- Task management module to manage tasks on each correspondence
- Archive old correspondences based on company's business rules

Manage complicated correspondences