

e-Office

**Online Office Correspondence &
Workflow Management Software**

e-Messaging
e-Forms
e-MIS
e-Circulars
e-Documents
e-Correspondence

*Custom Development of
Process & Workflow to
Office Files, Documents,
Correspondence,
Application Forms etc..*

e-Office is a Web based Application Solution for Correspondence, Documents and Communications Management System

Messaging, Reporting, and Content Management requirements of the Organizations are achieved through the System.

e-Office provides several advantages over e-mail messaging in Document Management with improved Security, Performance and Manageability

The Solution is Customizable to meet the requirements of Applications Forms Management, Requisition handling, Enquiry Management Converting Office Forms to e-Forms, Office Files, Complaints Tracking etc. e-Office also has facility to Organise, File, Index and Retrieve Documents.

[e-Office – your Office at your Fingertip](#)

e-Correspondence

The e-Correspondence Module takes care of Messaging between Branches, Offices, Departments, Sections and Users. The Solution is Capable to handle Structured and Non Structured Correspondence, in a powerful and simple fashion. The Solution comes with a total Workflow Management Engine.

e-Forms

Facility to convert all Office forms to Electronic Forms (Material Requisitions, Leave Applications, Loan Applications, etc.) with facility to route the Applications to multiple Officials and Departments in a more organized and effective manner. Supporting an Automated Work and Process flow.

e-MIS

Design, Collection and Submission of Periodic MIS Reports, Statements and Returns in a totally Digital Environment, with facilities for managing Work and Process flow of the Information to multiple Offices and Departments.

e- Circulars & Instructions

Maintaining Office Circulars in a totally digital format with facilities to Search and Retrieve the Documents based on Content, Type or Subject. A very flexible parameter driven Indexing helps to sort Circulars by Subject, Content, and Issuing Authority etc.

e-Office have facility to Manage and Maintain Office Orders, Circulars,

Instructions etc. in an Electronic format. With built-in search engine that facilitates to Search and Retrieve documents efficiently.

e-Documents

The Document Management System helps to index and file important Documents and Computer generated information residing on multiple File formats to a Central Repository. The effort to locate the Document is minimized. A central archival System helps to maintain old Records and Files in a simple fashion.

Additional Custom Development ...

e-Office have a strong Application Frameworks towards Custom Development and Implementation of Process, Procedure and Workflow Automation to the Client's requirements. The Solution is Customisable for Multiple Applications and Processes like Document Tracking, Office File Tracking, Mail Tracking, Service Delivery Tracking and Complaint Tracking, CRM etc.

Technology and Versions

e-Office have Intranet and Internet versions to support Small , Medium and Large Enterprises. e-Office supports MS SQL and ORACLE, RDBMS at backend.

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