Administrative Communication System

Connect, Retrieve.. Follow Anfd Achieve

System definition

It is an electronic system used in companies and organizations to facilitate the process of communication and interaction between employees and management using electronic means of communication. It is designed to manage, archive, and automate the process of administrative communication, both externally and internally, starting from its creation and automatic enumeration, then managing attachments, updates, internal referrals, and related tasks, and providing search mechanisms and receiving relevant information.

The features of the system

24ʰ The ability to send, receive, and process transactions from anywhere within 24 hours

Converting paper documents into digital format, storing them, and managing them in a secure electronic archive

Searching for transactions using multiple methods such as transaction number, sending date, importance level, and attachments

Ease of extracting statistical reports and monitoring performance indicators, with the ability to print reports

High security standards to maintain the confidentiality of transactions

The ability to create, manage, and monitor letters using the system

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The most important features of the system:

- The system provides alerts for important procedures such as: (when a correspondence deadline is approaching, alerting the message creator when any action is taken on the correspondence by other parties).

- The system allows each institution to establish and customize levels of importance and types for correspondences according to its specialties.

- Archiving correspondences and transactions helps in saving space, improving workflow, supporting scanning devices, and attaching any number of attachments.

- The system provides automatic and flexible numbering for correspondences and transactions, as well as multiple search options, facilitating easy access to them.

- Creating letters and correspondences, managing them, and saving all their information and details.

- Creating internal correspondences and routing them between departments, as well as handling external correspondences and forwarding them to other parties for necessary actions.

- Managing internal and external referrals, with the system notifying users who have been referred to through various methods.

- The system provides a wide range of information about correspondences and transactions, such as: (subject, date, importance, destination, purpose).

- Complete workflow automation without the need for manual correspondences and referrals.

- The system provides the feature of followers, allowing the creator of the correspondence to add other users as followers without them taking any action. It keeps a complete history of the correspondence from its creation until necessary actions are taken, as well as the history of any updates made to it.

- Displaying key statistics with charts, for example, showing completed, in-progress, and overdue correspondences.

- Ease of extracting reports, ability to print them, and providing electronic and digital signature capabilities.

- Implementing a system tailored to each institution to monitor all required procedures and provide alerts for importance or delays.

What does the system achieve?

Data Security

The system provides high levels of security for correspondences, including data encryption and user permission management.

Tracking correspondence statu

The system provides the ability to track the status of correspondence (completed, pending, rejected, under review, draft), enhancing understanding of the current status of correspondences.

Record and history

The system provides a complete record and history of all correspondences, facilitating auditing and review processes.

Facilitating access and search

The system facilitates search operations and quick access to information, reducing the time spent on manual searching.

Effective organization

The system provides effective organization of outgoing and incoming correspondences, facilitating ease of search and access to correspondences.

Enhancing organizational performance

- By facilitating the exchange of information more quickly and efficiently, it contributes to the organizational performance of the institution.
- Ease of referral and tracking of transactions in a smooth and efficient manner.
- Preservation of transaction documents from risks of damage and loss.

The targeted sectors:

The ministries

The authorities and government administrations

The municipalities

Institutions and large companies

Banks

The educational sector and the healthcare sector