GetDocS

Document and Correspondence Management System

HIONESTECH
YOUR IT PARTNER

+971 55 9134040   support@hionestech.com   www.hionestech.com

GetDocS

Benefits

01 Adherence to regulatory compliance
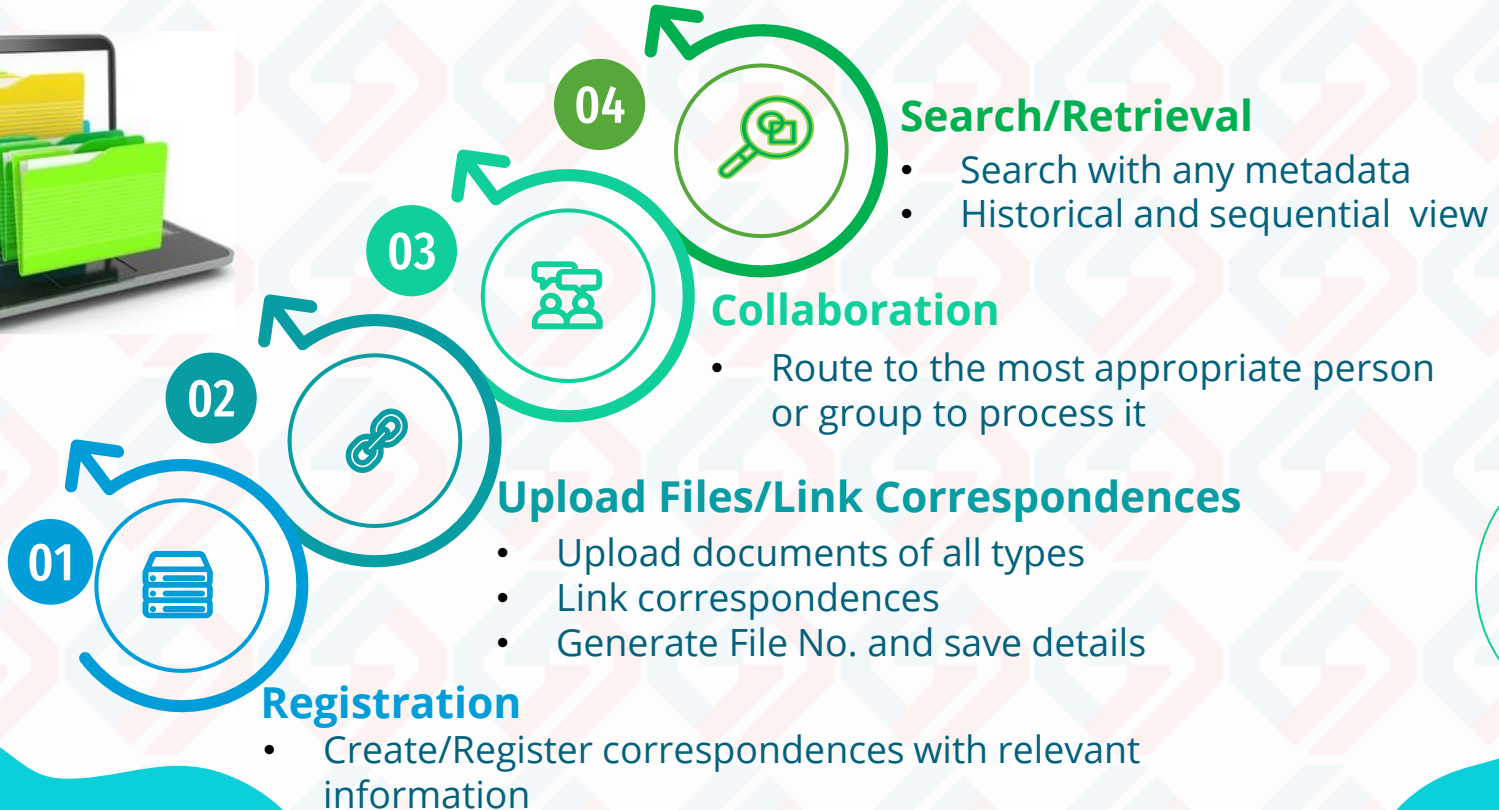
02 Better communication and coordination.

03 Business continuity and Process automation

04 Reduce risks and increase revenue opportunities

HIONESTECH
YOUR IT PARTNER

GetDocS – A Look at the Concepts

04 **Search/Retrieval**
- Search with any metadata
- Historical and sequential view

03 **Collaboration**
- Route to the most appropriate person or group to process it

02 **Upload Files/Link Correspondences**
- Upload documents of all types
- Link correspondences
- Generate File No. and save details

01 **Registration**
- Create/Register correspondences with relevant information

HIONESTECH
YOUR IT PARTNER

GetDocS – Functional Features

GetDocS

Registration
Create/Register correspondence

Inbox
All incoming correspondence which requires actions

Sent Items
List of correspondences sent by the users

Drafts
Drafted correspondences

Followups
Establishes reminders for themselves or others by adding a followup date
.

Notifications
For followups, pending with me, pending with team and pending from delegations.

HIONESTECH
YOUR IT PARTNER

GetDocS – Functional Features Cont..

Del. Note

To generate delivery note for outward corr.

Del. Status

To update delivery status as received or returned

Sub. Inbox

To view and manage your subordinate's correspondences

Dept. View

Other department's correspondence view

Repository

To archive documents of any type with search options

Ack. Note

To prepare ack. note for the inward correspondences

HIONESTECH
YOUR IT PARTNER

GetDocS – Additives

Templates

Governs the company's document ecosystem based on a range of document templates

E-Signature

Signature image + PIN authentication to create a very secure platform

Timeline

Visual tracking of the sequential flow of any corr. with elapsed time.

History

Historical data can be seen in chronological order

GetDocS – Settings

Delegations
To delegate own or sub. Ordinates' tasks for a spec. period to others

External Entity
To add clients or customers

Privileges
To set user access levels

Dept. Permissions
To set dept. level access

User Group
User group for communication processes

App. Settings
Application parameters settings

HIONESTECH
YOUR IT PARTNER

GetDocS - Internal Sources

Audit Log
To closely trace the changes made in the application by any user.

Search Options
Wide range of selection criterion in all pages

Dashboard
Easily understood and easy to analyse each events

Delivery By Email
Automatic generation of delivery emails using templates

GetDocS

HIONESTECH
YOUR IT PARTNER

GetDocS - External Sources

Outlook

To register corr. from incoming mails with or without attachments

Email

Send email notifications on certain events

GetDocS

Domain Users

Exchange Server integration to login with domain user credentials

Media Server

All files kept in separate location in encrypted format

GetDocS - Users

Admin
Configurations, Masters and Settings

Managers
Send, View Sub-ordinates Inbox, Followups, Escalations

Employees
Registration, Actions, Change Status of Corr.

HIONESTECH
YOUR IT PARTNER

GetDocS - Reports

Admin Reports

Reports for all masters and config settings

Corr. Status

Status wise reports, Corr. Ageing Report

Pending Corr.

Corr. pending with me, with my team, with each user

Ownership

Reports for Ownership with me, Ownership with user

HIONESTECH
YOUR IT PARTNER

GetDocS – Inbox Main Actions

Send/Send Confidential

Transmits corr. normally and confidentially

Reply/ Acknowledge

To ack. or reply a correspondence

For Signature/ For Review

Send corr. for reviews and signatures

Query Forward

Returns to the initiator for changes

Hold/Reopen

To hold/reopen a corr.

Close/Archive

To close/archive a corr.

HIONESTECH
YOUR IT PARTNER

GetDocS – Sent Items Main Actions

Forward Copy
To send copy of the corr. to anybody.

Recall
To recall a sent correspondence

View
Just to view the details of correspondence

Receivers' Info
To view receivers of current comm. and actions done by them.

Timeline
Graphical view of the correspondence's process

Set Followup
To set followup date of the selected corr. with comments

GetDocS – General Flow

Register

Entering details of Corrrespondence

A1

Save

Saving Metadata

A2

Submit

Attach. Docs, Link Corr.

A3

B1

Transfer

Transfers corr. to a user or group

B2

Process
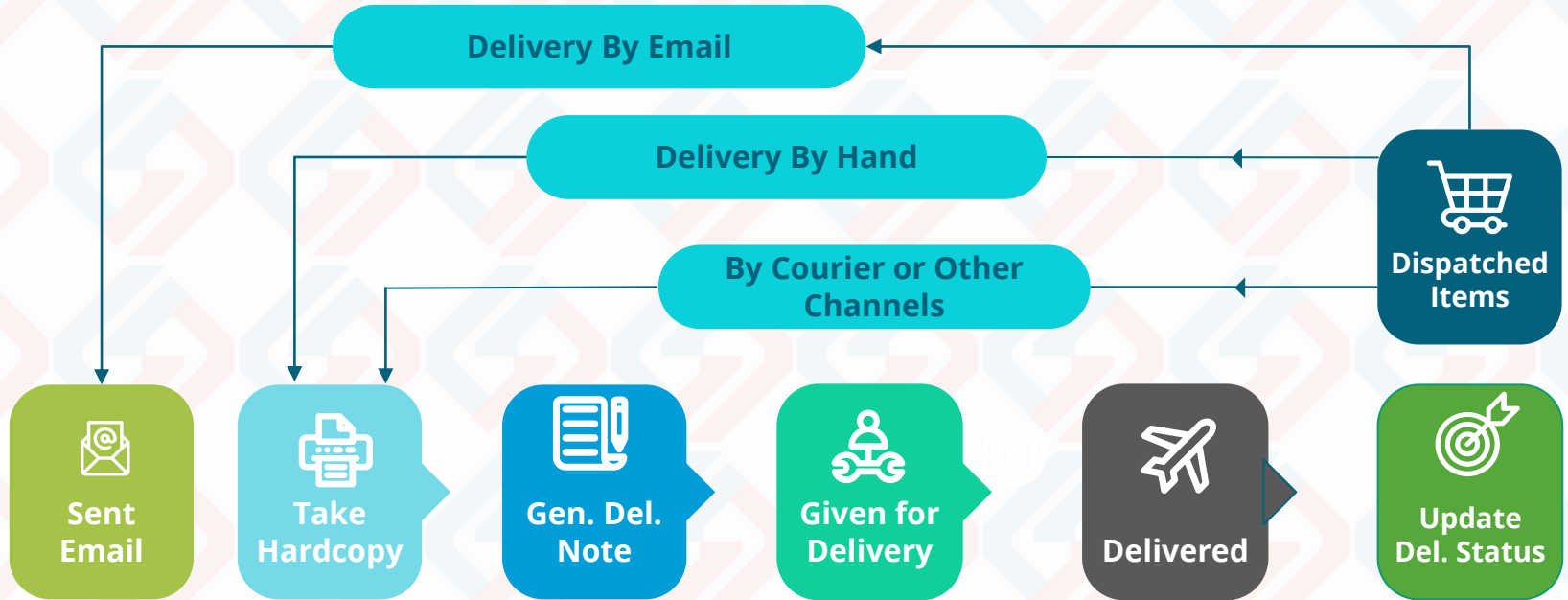
Taken action on corr.

B3

Close

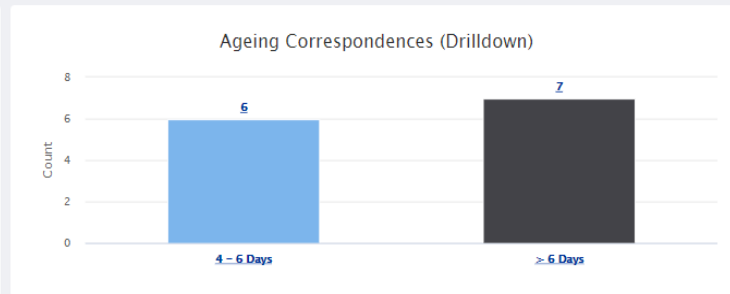Close/Archive/Delivering the corr.

GetDocS – Inward Registration Process

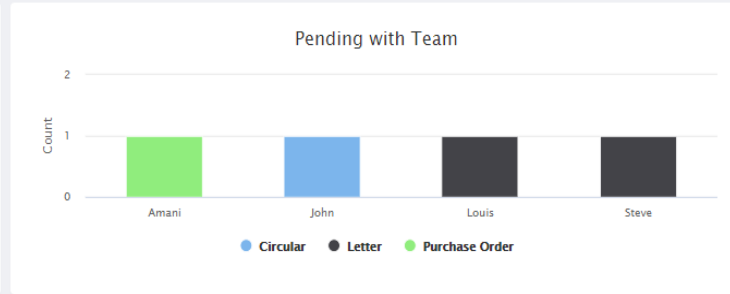Incoming Corr. → Define Metadata → Gen. Ref. No. → Attach? → Link? → Transfer for actions

Attach? — Yes → Attach Docs ; No
Link? — Yes → Link Corr. ; No

HIONESTECH
YOUR IT PARTNER
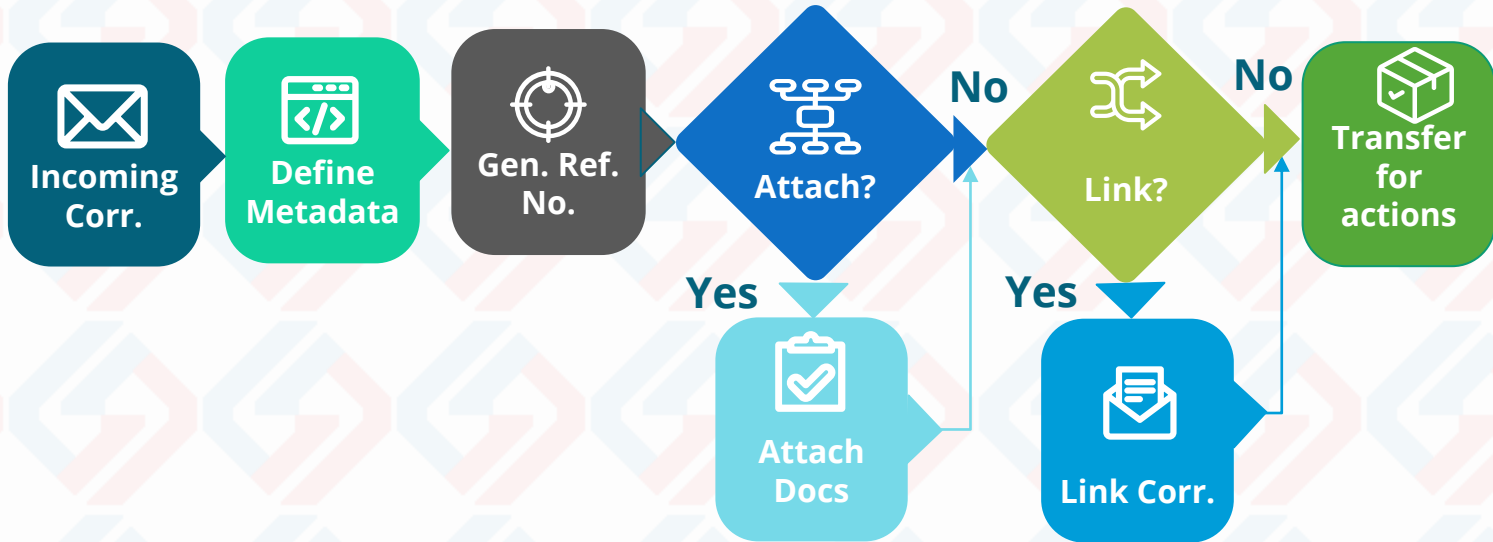
GetDocS – Outward Registration Process

Define Metadata → Gen. Ref. No. → Select Template → Gen. Doc → **Attach?**

Attach? — No → Link?
Attach? — Yes → Attach Docs → Link?

Link? — No → Review
Link? — Yes → Link Corr. → Review

Review → Sign → Dispatch

HIONESTECH
YOUR IT PARTNER

GetDocS – Outgoing Dispatch Process

Delivery By Email

Delivery By Hand

By Courier or Other Channels

Dispatched Items

Sent Email

Take Hardcopy

Gen. Del. Note

Given for Delivery

Delivered

Update Del. Status

HIONESTECH
YOUR IT PARTNER

GetDocS – Sample Dashboard
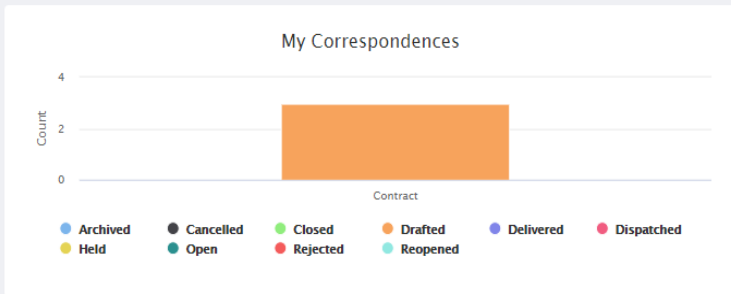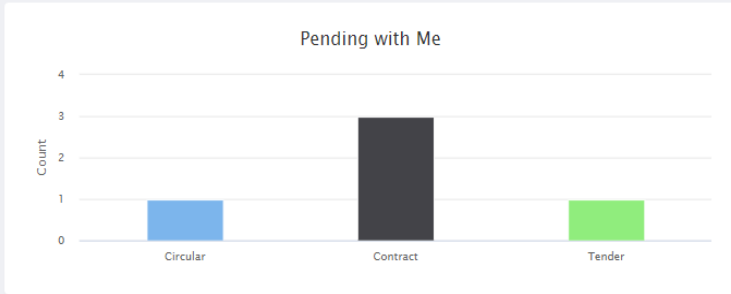
HIONESTECH
YOUR IT PARTNER
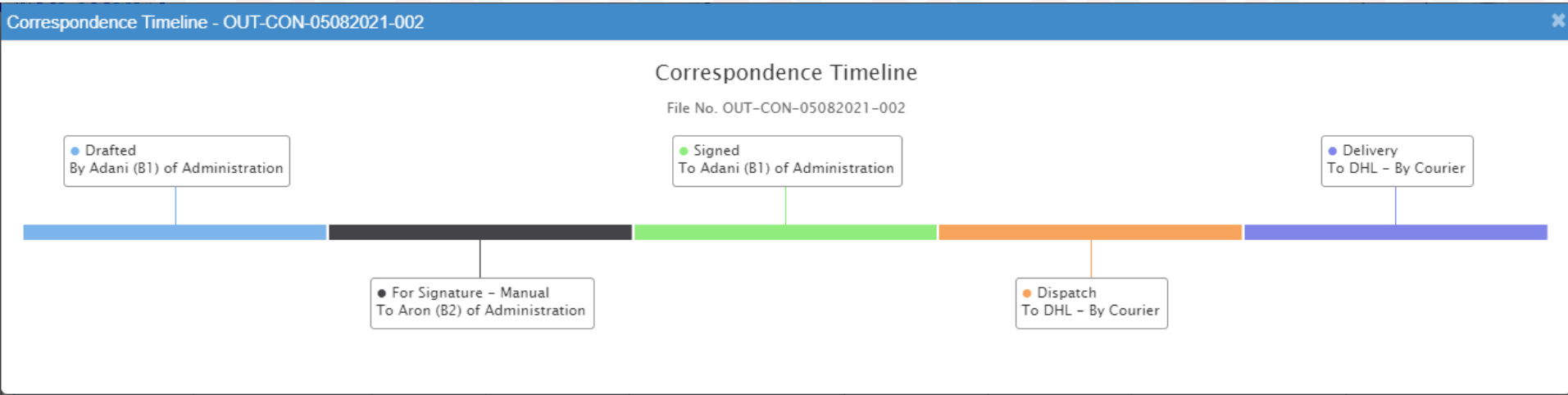
Thanks!!!

For any queries contact

📞 +971 55 9134040
✉ support@hionestech.com
🌐 https://www.hionestech.com