

Correspondence Management System





Introduction

- Correspondence Management is of paramount importance for all entrepreneurs, business people, government agencies and other parties that have to deal with deadlines, and who need the highest possible level of productivity, as well as an efficient control system over growing correspondence channels.
- Successful Correspondence Management is apparent especially with projects whose implementation might take up significant time periods – several months even years.



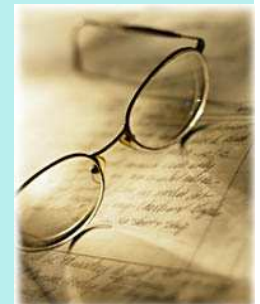
Introduction

- Correspondence related to a project or projects might be of various forms, digital, hard-copy, combined.
- For an easier overview it is usually necessary to have all of the documents in the similar form, or even exist in both.
- In case of a long-term project, or several of such correspondence and document archive can significantly grow, and thus become very space-demanding, and mostly complicated for finding the necessary document.



Introduction

- Documents in digital form are the perfect solution. They occupy almost no physical space, and using them one has a far greater level of flexibility when searching for them, but also when feeding them into the system and categorizing them.
- Digital documents can also be linked with their hard-copy counterparts and thus make their locating significantly easier.
- The one thing of paramount importance with eBizCOM is that no documents can go astray or lost, so that in a key moment we can have access to complete previous correspondence.





eBizCOM - Basics

- eBizCOM (Correspondence Management System) enables companies and organizations to make an easy accessible repository of correspondence and documentations, which would be easily and effectively managed.
- An important characteristics of eBizCOM's functionality is that it keeps and makes easily retrievable any incoming or outgoing document fed into the System.



eBizCOM - Basics

- It is important to stress that a document once entered into eBizCOM is accessible and saved with adequate trace of actions that have been undertaken on the document.





eBizCOM - Interface

- eBizCOM is a program which is accessed via users web-browsers (Internet Explorer) so by its appearance it is very much alike a web site.



Correspondence Registration

- Registering a correspondence in an organisation could be either a centralised or a de centralised process depending up on organisations policies defined by their management.
- eBizCOM supports both way of working as it is a truly web based system.
- On the Entry we have two types of documents: **incoming documents** and **outgoing documents**. The process of entering both sorts of the documents is nearly identical. The main difference is that due to sorting and document cross-linking both types of documents have differently defined Reference number.



Correspondence Registration

- From the perspective of the eBizCOM system every document is defined by
 - Incoming or outgoing document
 - Its reference number
 - Received From
 - Received Date
 - Letter Date
 - Received Via (Fax, email, Post, others)
 - To mail (for on ward distribution of correspondence over email)
 - CC (for on ward distribution of correspondence over email)
 - Subject
 - Actions : Reply, Review, Comment etc...
 - Reply by : Date (the date by when this correspondence has to be responded back)
 - Comments:
 - Scan incoming correspondence using any standard twain compatible scanner OR
 - Attach incoming correspondence (if already available in electronic format)
 - Attach additional supporting documents if any by browsing
 - Cross Reference : Link the incoming correspondence with any previous correspondences already registered within the system.



Inbox



Outbox



New Task



Reports

New Task

Correspondence Type: InComing

Reference No:

Received From:

Received Date:

Letter Date:

Received Via:

To:

Cc:

Subject:

Actions:

Comments:

- eBiziiMS
 - MAILS
 - NAN16969GMAILCOM
 - FINANCE
 - INVOICES
 - CORRESPONDENCE IN
 - CORRESPONDENCE OUT
 - ACCOUNTS



Inbox



Outbox



New Task



Reports

Inbox

[Back to Inbox](#)

Correspondence Type: Outgoing

From: MULTYWAVE

Sub: dfsdfds

Action: FORWARD

From: TEST

To: TEST



1.jpg [view](#) [download](#) 107587 KB

bg_blue_swoosh.jpg [view](#) [download](#) 85049 KB

OC1111118_1.jpg [view](#) [download](#) 87371 KB

[Reply](#) [Forward](#)



Inbox



Outbox



New Task



Reports

Inbox

To:

Cc:

Subject:

Actions:

From:TEST
To:TEST
Cc:
Subject:dfsdfds



Inbox



Outbox



New Task



Reports

Reports

<input checked="" type="radio"/> In <input type="radio"/> Out	
<input type="checkbox"/> DATES	From Date <input type="text" value="08/04/2010"/> To Date <input type="text" value="08/04/2010"/>
<input type="checkbox"/> Company	From Company <input type="text" value="SELECT"/> To Company <input type="text" value="SELECT"/>



Reports

REFERENCE NO	FROM	TO	SENT DATE	RECEIVED DATE	STATUS	SUBJECT	ACTION	FROM MAIL	TO MAIL	CC	ATTACHMENTS
IC1111111	MULTYWAVE		2010-04-08	2010-04-08	I	afd	URGENT	ACM1	ACM2		Y
IC1111112	BRIDGESOL		2010-04-08	2010-04-08	I	check	URGENT	ACM1	AM2		Y
IC1111113	MULTYWAVE		2010-04-08	2010-04-08	I	report	URGENT	ACM1	SEC1		Y
IC1111114	MULTYWAVE		2010-04-08	2010-04-08	I	payment bil	URGENT	ACM1	SUP3,SRINU	AM2	Y

eBizFlow



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