

FVBS Correspondence Management System

Operations

HR Department

Managing Director

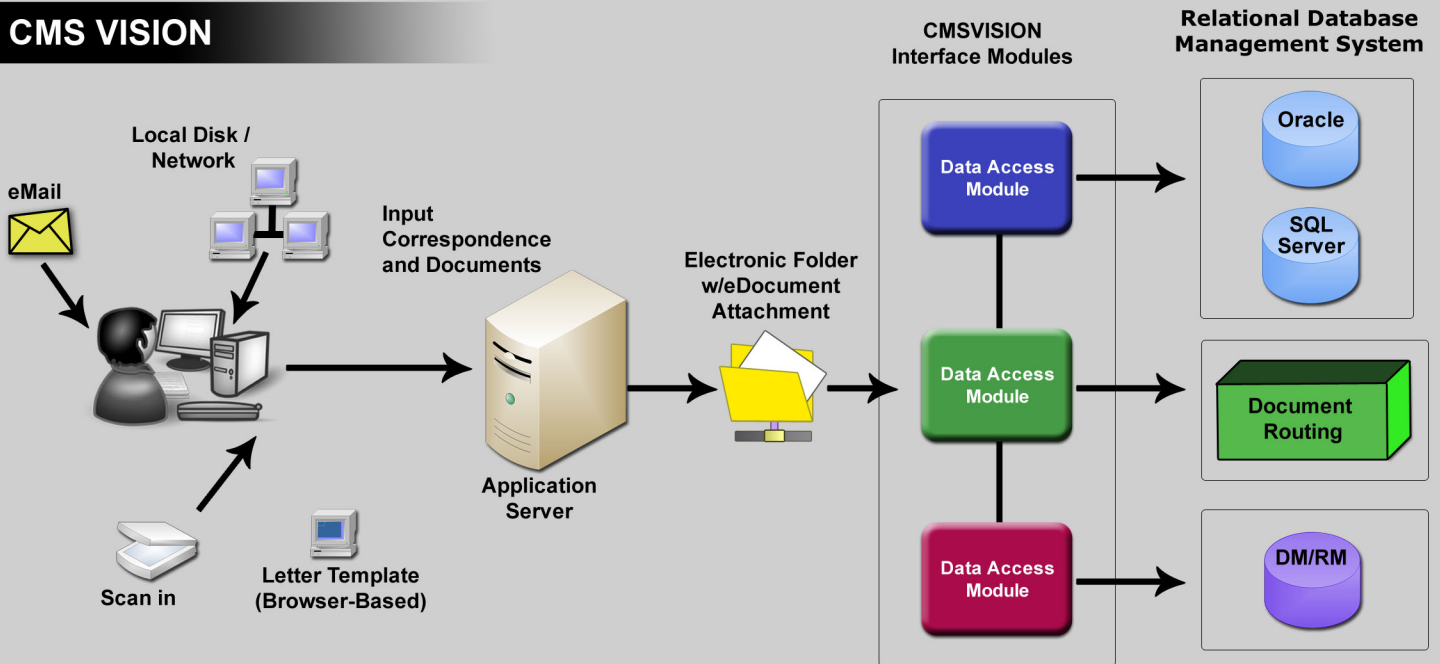


Is your organization having trouble managing its correspondence workflow? Then Forevision's Correspondence Management System is what you need. Provide your organization with the ability to efficiently and effectively manage large volumes of correspondence generated from paper, website, email, or fax. Once in the system, you can know with whom and at what stage the correspondence has reached such as under review, approved, signed, or more information is required.

Overview

Whether the correspondence arrives by mail, email, fax, or web, Forevision's Correspondence Management allows you to track, manage, and respond to any form of communication. After the correspondence is entered into the system, it is directed to various departments to be reviewed and passed along to the next phases for approval. At any stage, anyone authorized can check the status of the correspondence to see which level it is in as well as the status. The information is in real time, providing many benefits for both senders and receivers of a correspondence. Once a correspondence is in electronic format, the organization can process the information and gains from the flexibility to run queries, statistics, view summaries, and much more.

CMS VISION



Features

- e-mail alerts such as incoming procedure
- Different layers of security such as biometrics
- Allows multiple forwarding
- Allows multiple actions per destination
- Runs on different Platforms and Databases
- Global search mechanism
- Version controlling
- Supports the file uploading as attachments
- Variety of Reports
- Print Serial Number in barcode form on the Cover Page and on Stickers
- Quick retrieval of the records through barcode scanning
- Task List for every user
- Complete routing history of each correspondence
- Search based on date, type, delivery method, origin, sender, recipient, staff, secrecy, priority, subject, topic, department.
- Accessible anytime-anywhere via user-friendly browser-based interface.
- User access: granular definition of user-rights and responsibilities.
- Multiple files Upload and Download via browser

Note: Customizable features available