

# Kriti

## e-Office

### *Modules*

- e- Daak Management
- e- Communications
- e- Forms Management
- e- Process Management
- e- File Tracking System
- e- Documents Management
- e- Complaints Management
- e- Correspondence
- e- Reporting Management
- e- Materials Management

*Applications Development for Process & Workflow towards building Paperless Office.*

### Online Office Administration and Workflow Management Tools

**e-Office** is a web based Application Solutions from **Kritisoft**, towards building Paperless Office for managing Process involved in Correspondence, Documents and Communications, Service Management Requirements of Institutions.

Total Communications, Reporting, and Content Management requirements of the Offices are made possible.

**e-Office** provides several advantages over other 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 important Documents.

**e-Office** – let your Office **Go GREEN**

## **A centralized Office Administration solution to connect multiple Offices, Divisions, Functions and Operations taking benefit of latest Technological advancement.**

### **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 (Materials Management, 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-Reporting & MIS**

Design, Collection and Submission of Periodic MIS Reports, Statements and Returns in a totally Digital Environment facilitates to manage Work and Process flow of the Information from multiple Offices, Divisions 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 etc.

### **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.

### **Custom Development**

**e-Office** have a strong Application Frameworks towards Custom Development and Implementation of Process, Procedure and Workflow Automation to the Institution'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, Customer Relationship Management etc.

### **Technology and Versions**

**e-Office** is true web based, capable to host on Intranet , Internet or Cloud for Small, Medium and Large Enterprises, supporting MS SQL RDBMS.

### **Kriti Microsystems**

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