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Al Tomouh IT LLC

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مجموعة
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Office Automation & CorrespondenceManagement System For Ministry of Commerce & Industry

To manage and maintain an automated correspondence management system for the entire organization. The system enables the organization to process all the correspondences it receives in an automated way according to the typical rules and regulations of the organization for various sections, departments & DGs of the organization.

Overview:

The customer, Ministry of Commerce and Industry is the governmental body in Middle- East responsible for regulating commerce and industries. It plays a major role in the developmental activities of the country as we know the commerce and industries of any country's economy.

Challenge:

Government authorities such as Ministries receive many applications for correspondence on a daily basis. Based on the rules and regulations designed by the particular ministry the passage or flow of such applications received takes place. Traditionally paper documents used to pass through each department. Day to day, it is becoming difficult to manage such correspondences through traditional methods for all such departments. With the advent of technology, things changed and automated processing came in to place

Methodology & Approach:

AL TOMOUH eOffice is a paperless office with functionality records, document & drawing management, document registration, electronic folders, security controlled by Active Directory, automatic updating of user profile information from the active directory, user permissions, audit trails, version control, web browser access, maps & plans scanning, annotation & editing and many more. It is an end to end office automation solution through which all the incoming and outgoing correspondences (emails, faxes, documents, maps, plans and softcopy files) are maintained in a single repository.

eOffice is a real time enterprise automation system that integrates faxes, emails and digitized physical documents into a single application. This will facilitate better productivity and an enhanced work environment. Employees work on a single window and do not waste time on searching for information to complete their tasks. This will reduce operational costs and increase bottom-line profits for the stakeholders.

Outcomes & Conclusion:

Online application processes are helpful for both organizations and users who approach ministries on various tasks.
Easy processing as the applications directly arrive at concerned departments.
Easy movement of application from each concerned departments based on pre- defined flow.
Easy storage of all such information for future use. Easy retrieval of such information when-ever required.

About AL TOMOUH

AL TOMOUH an IT Services Company providing software solution platforms specializing in a broad range of services such as Consulting, Application Software Development & Maintenance, Managed Operations IT Services, SMS, Cloud services etc., and solution offerings which include Office Automation, eVISA, Service Management, eServices, Document Management, Archive, Record Management, Mobile Apps, SMS gateway, CRM and HRMS etc.

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