

ARCHIVING

PRIVACY

DOCUMENT TRACKING

CAPTURE

VERSION NUMBERING

DIGITAL SIGNATURE

CONFIDENTIAL

CLASSIFICATION

SHARE

CENTRALISED STORAGE

- organisation workflow management
- private and confidential folders
- centralized repository of all your documents
- e-files as per duties of each table/person in the org chart

ORGANIZATION CHART

COMMUNICATION

- integration with incoming dak
- incoming and outgoing dak register
- dynamic document search and retrievals

INDEXING

FIND

SECURITY

e-office solution

REFERENCING FR & BR

DYNAMIC RETRIEVALS



DAK DISTRIBUTION

- noting or sanctioning sheet generation
- recommendation levels as per hierarchy
- mail management
- file movement as per org hierarchy

- digital signing using any dongle
- multiple digital signatures on same document
- version control

CHATTING

PRIVATE & PUBLIC FOLDERS

ACTION WITHIN DAYS

NOTING SHEET

RECOMMENDATION

ALERTS AND REMINDERS

HISTORY & TRACK

APPROVALS

READ RECEIPT