BeDA - Documents Archive Module ©

Aram For Information Technology
مؤسسة آرام لتقنية المعلومات

VARIABLES SETUP TOOL

- Definition of Variables
- Setup of Company Information & Profiles
- Incoming & Outgoing Documents Sources Setup
- Incoming & Outgoing Documents Types Setup
- Projects & Branches Setup
- Location & Divisions Setup
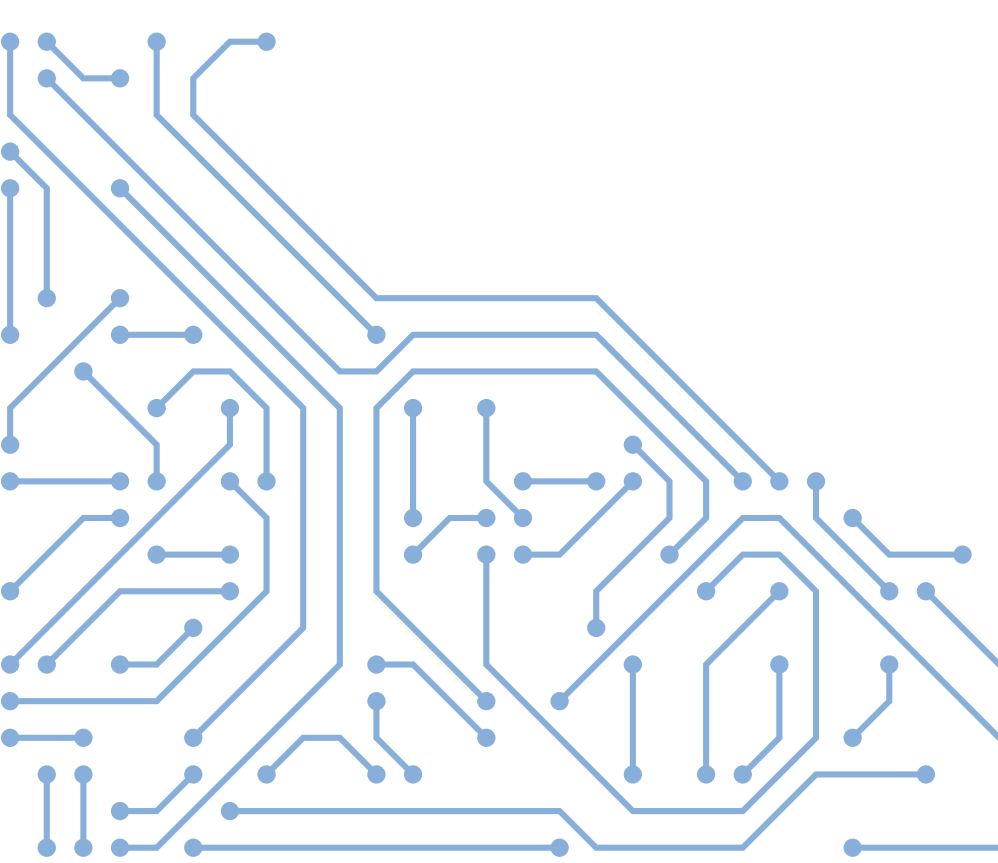- Definition of Users & Users Authorities

INCOMING DOCUMENTS ARCHIVE

- Addition of the basic pieces of information of the incoming documents which will be used as search keys later on
- Auto serial number for each incoming document record
- Scanning service to scan original incoming document pages
- Attach incoming document files service
- Advanced searching service allows to search the incoming document information records, scanned images and display the document
- Printing service to print a copy of the incoming pieces of information, scanned document images, and the attached documents
- Modification service allows to update and modify the incoming document pieces of information, the scanned images, or the attached documents

OUTGOING DOCUMENTS ARCHIVE

- Addition of the basic pieces of information of the outgoing documents which will be used as search keys later on
- Auto serial number for each outgoing document record
- Scanning service to scan the original outgoing document pages
- Attach outgoing document files service
- Advanced searching service allows to search the outgoing document information records, scanned images and display the document
- Printing service to print a copy of the outgoing pieces of information, scanned document images, and the attached documents
- Modification service allows to update and modify the outgoing document pieces of information, the scanned images, or the attached documents

GENERAL ARCHIVE FOR OTHER DOCUMENTS

- Addition of the basic pieces of information of the documents which will be used as search keys later on
- Auto serial number for each document record
- Scanning service to scan the original document pages
- Attach document files service
- Advanced searching service allows to search the document information records, scanned images and display the document
- Printing service to print a copy of the pieces of information, scanned document images ,and the attached documents
- Modification service allows to update and modify the document pieces of information, the scanned images, or the attached documents

Runs under Windows©.
Works on LAN, RDP, CITRIX©.
Could be hosted on premises or on cloud.

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