

# Correspondence Management System

## Objectives:

- Management of Documents
- Management of Files
- Routing of Documents and Files
- Tracking of Documents and Files
- Record receipts and issuance of Documents and Files
- Generation of tracking and status related reports of Documents and Files

## Features:

- **General:**
  - Send messages
  - Maintain your own personal contact diary
  - Can generate the efficiency report of employees
- **Documents:**
  - Create a document.
  - Track your own document.
  - Share your document.
  - Search your document.
  - Scan the document.
  - Upload the document.
  - Route your document.
  - Automatic generation of alerts of pending documents
- **Files:**
  - Create a file
  - Attach documents in a file
  - Track your file
  - Share your file
  - Search your file

- Route your file
- Automatic generations of alerts of pending files
- Merge your file
- Split your file
- Close your file

### Advantages of System:

- Performance improvement in overall working.
- Ease to manage Documents and Files.
- Ease for the noting and correspondence management.
- Ease for the networking routing.
- Ease for the monitoring of performance.
- Branches can be also being remotely connected.

### Screenshots

The screenshot displays the eDoX Correspondence Management System interface. The header includes the CBR Pakistan logo and the system name. The left sidebar provides navigation options. The main area features a search form for the 'Receive Diary Register' with fields for Reference Number, eDoX Diary Number, Brief Subject, and Date. It also includes date range filters and search buttons. A 'Back' button is located below the search area. The footer identifies the system as eDoX Correspondence Management System, developed by Buraq Integrated Solutions.



# Correspondence Management System

Azad Govt. of State of Jammu & Kashmir



- Home
  - Document Templates
  - Circular
  - Cabinet
  - Files
  - Documents
  - Reports
- Section Diary Register  
File Section Diary Register  
Dispatch Diary Register  
File Dispatch Diary Register  
Summarized Section Report (Docs)  
Summarized Section Report (File)
- Section Sent/Received Doc  
Diary Register  
Section Sent/Receive File  
Diary Register
- Main Menu
- Current User: Syed Abdul Basit Ali

### Section Diary Register :: eDoX Correspondence Management System

Report of Day

Report of Days  to

Report of Month --Select Month-- -- Select Year --

Report of Year -- Select Year --

Include Category in Search

Include Subject in Search

Include Sender Name in Search