
Correspondence Management System (CMS)

Correspondence Management System Is used to track all the letters coming and going out from the organization (Inward and Outward letters) and make them available to all application users according to there roles and access. Inward and outward letters in any format like doc, pdf are get easily uploaded in the application and available to review, replace and delete from the application.

Application is based on the organization structure like in case of Schlumberger , main elements are organization itself along with there clients like (Reliance, BHEL etc...). Correspondence management represents the actual scenario in application like it manages correspondence between people to people in different departments, inter department correspondence from both side, multi department correspondence from both side. Application has facility to upload any physical document came or going out from Schlumberger by scanning the same document and put it in correspondence vault.

There is another feature which is part of outgoing letters which is automatic creation of reference number. Application supports creation of outgoing letter with using different letter templates and reference number and send it to email as well as user can download it on the machine itself.

In short application support central repository system for storing the incoming and outgoing letter, letter creation, reference number generation, view, edit, replace and delete the letter, create multiple role and access rights to application users.

Application will intelligently maintains the versions of the outgoing letters. Again the application will smartly organize the company side as well as client side *Entities, Segments and there Departments* information and intelligently relate them with the respective users. That is the user can limit to its departments of segment related letters functionality only.

This application uses LDAP authentication along with secure socket layer for communication.

Please click here to know more..

<http://www.mechsoftgroup.com/cms.html>