



# GetDocs

**Document and Correspondence Management System**



## Benefits

01

Adherence to regulatory compliance

02

Better communication and coordination.

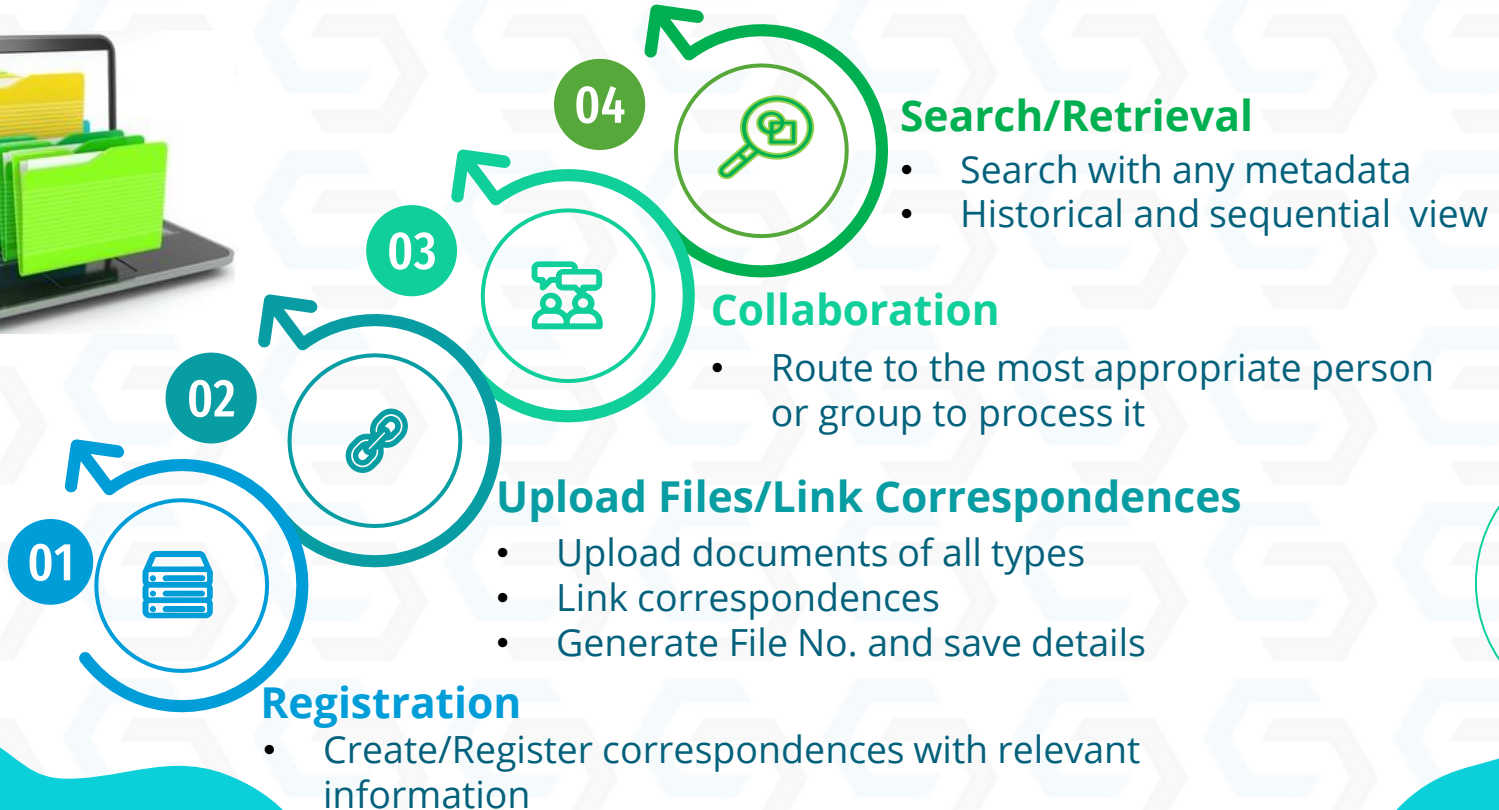
03

Business continuity and Process automation

04

Reduce risks and increase revenue opportunities

# GetDocS – A Look at the Concepts



# GetDocS – Functional Features

## Registration

Create/Register correspondence

## Inbox

All incoming correspondence which requires actions

## Sent Items

List of correspondences sent by the users



## Drafts

Drafted correspondences

## Followups

Establishes reminders for themselves or others by adding a followup date

## Notifications

For followups, pending with me, pending with team and pending from delegations.

# GetDocs – Functional Features Cont..

## Del. Note

To generate delivery note for outward corr.

## Del. Status

To update delivery status as received or returned

## Sub. Inbox

To view and manage your subordinate's correspondences

## Dept. View

Other department's correspondence view

## Repository

To archive documents of any type with search options

## Ack. Note

To prepare ack. note for the inward correspondences



# GetDocS – Additives

## Templates

Governs the company's document ecosystem based on a range of document templates

## Timeline

To view the time elapsed between actions as a chart

## E-Signature

Signature image + PIN authentication to create a very secure platform

## History

Historical data can be seen in chronological order



# GetDocs – Settings

Delegations



To delegate own or sub. Ordinates' tasks for a spec. period to others

External Entity



To add clients or customers

Privileges



To set user access levels

Dept. Permissions



To set dept. level access

User Group



User group for communication processes

App. Settings



Application parameters settings

# GetDocS - Internal Sources

## Audit Log

To closely trace the changes made in the application by any user.

## Search Options

Wide range of selection criterion in all pages

## Dashboard

Easily understood and easy to analyse each events

## Delivery By Email

Automatic generation of delivery emails using templates





# GetDocS - External Sources

## Outlook

To register corr. from incoming mails with or without attachments

## Email

Send email notifications on certain events

## Domain Users

Exchange Server integration to login with domain user credentials

## Media Server

All files kept in separate location in encrypted format



# GetDocS - Users



## Admin

Configurations, Masters  
and Settings



## Managers

Send, View Sub-ordinates  
Inbox, Followups, Escalations



## Employees

Registration, Actions,  
Change Status of Corr.

# GetDocS - Reports

## Admin Reports

Reports for all masters and config settings



## Corr. Status

Status wise reports, Corr. Ageing Report



## Pending Corr.

Corr. pending with me, with my team, with each user



## Ownership

Reports for Ownership with me, Ownership with user

# GetDocS – Inbox Main Actions

## Send/Send Confidential

Transmits corr. normally and confidentially



## Reply/Acknowledge

To ack. or reply a correspondence



## For Signature/For Review

Send corr. for reviews and signatures



## Query Forward

Returns to the initiator for changes



## Hold/Reopen

To hold/reopen a corr.



## Close/Archive

To close/archive a corr.



# GetDocS – Sent Items Main Actions

## Forward Copy

To send copy of the corr. to anybody.

## Recall

To recall a sent correspondence

## View

Just to view the details of correspondence



## Receivers' Info

To view receivers of current comm. and actions done by them.



## Timeline

Graphical view of the correspondence's process



## Set Followup

To set followup date of the selected corr. with comments



# GetDocS – General Flow

## Register

Entering details of Correspondence

A1

## Save

Saving Metadata

A2

## Submit

Attach. Docs,  
Link Corr.

A3

B1

## Transfer

Transfers corr. to  
a user or group

B2

## Process

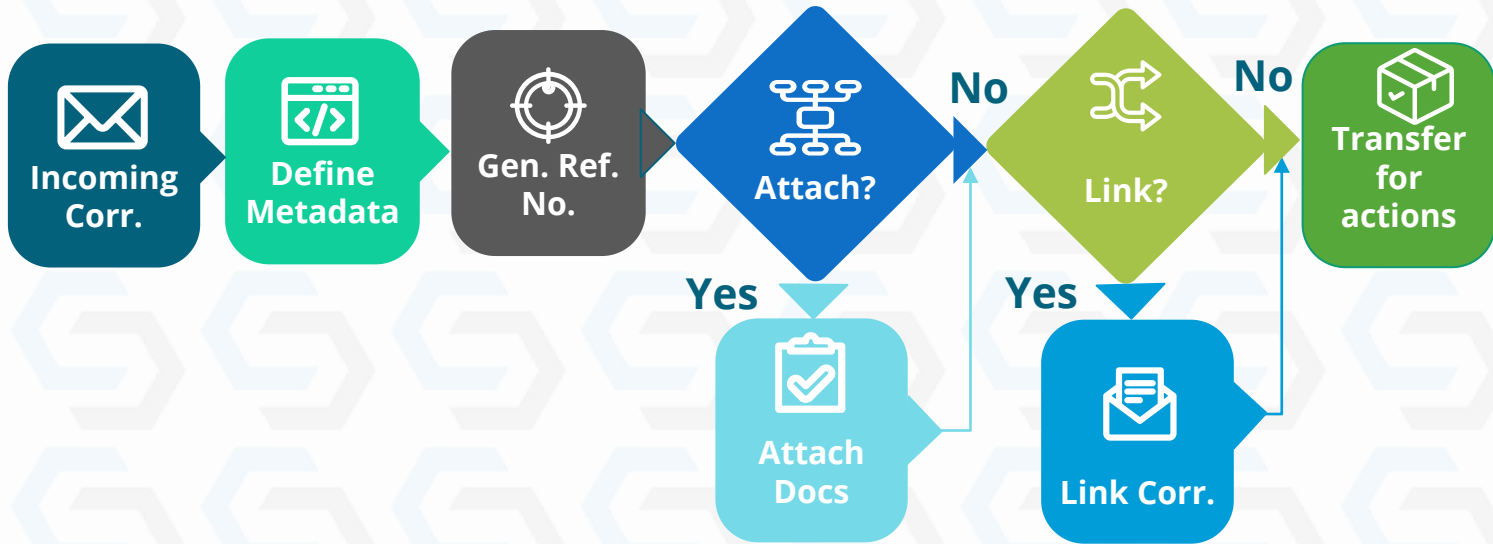
Taken action on  
corr.

B3

## Close

Close/Archive/Del  
ivering the corr.

# GetDocS – Inward Registration Process

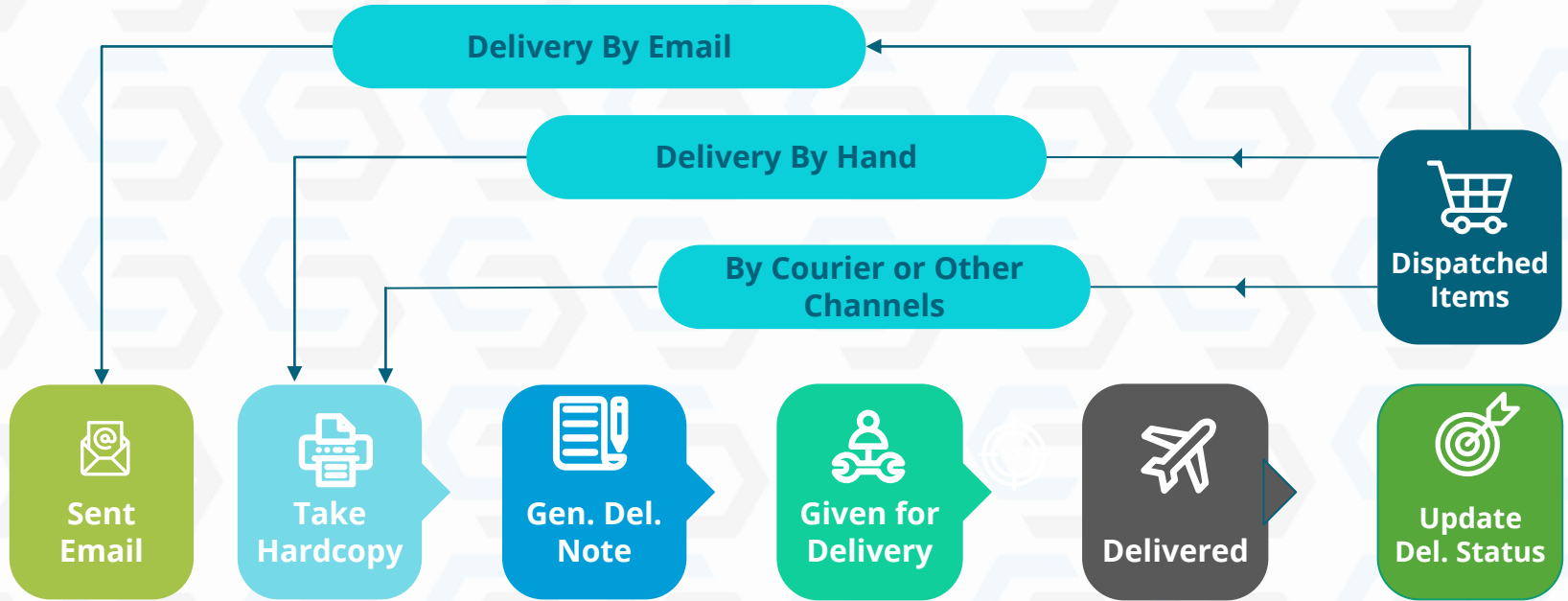


# GetDocS – Outward Registration Process





# GetDocs – Outgoing Dispatch Process



# GetDocs – Correspondence Registration

New Correspondence - OUT-CON-05082021-001

Document Type *	Category *	File No.	Ref. No. *	Doc. Date *	Sent Date
Outward	Contract	OUT-CON-05082021-001	121/2021	03/08/2021	Sent Date
Sender *	Sender Department *	Receiver *	Receiver Department *	Project	Priority *
Adani (B1)	Administration	Sahir	Ext.Entity - Vodaphone	Select Project	Normal
Confidentiality *	Delivery Mode	Delivered To	Delivery Contact Info.	Phy. Loc. (Rack-Row-Col)	Current Owner
Normal	<--Select-->	Enter Delivered To	Enter Delivery Contact	Enter Phy. Location	Adani (B1)
Status	Subject *	Remarks	Other Attachments		
Drafted	AMC	AMC	Enter Other Attachments	Save	Cancel

ATTACHED DOCUMENTS

ATTACHED CORRESPONDENCES

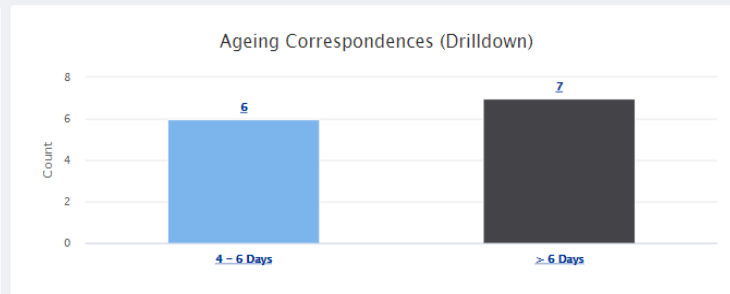
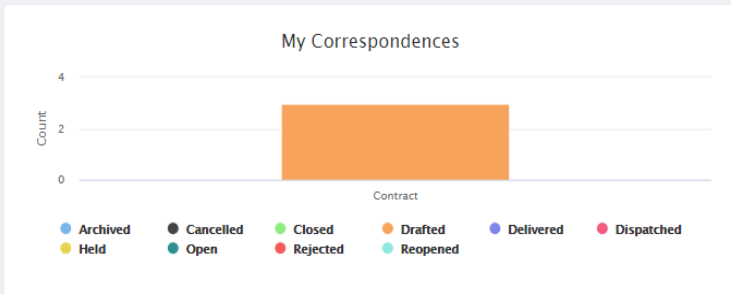
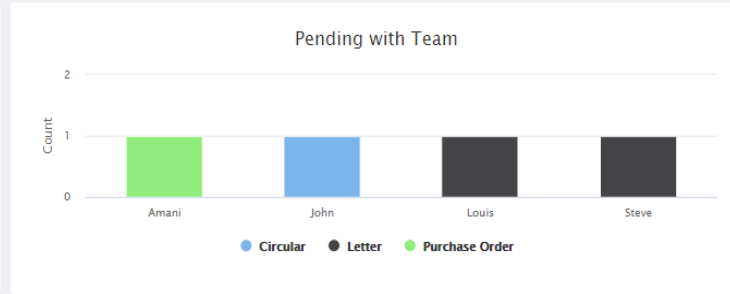
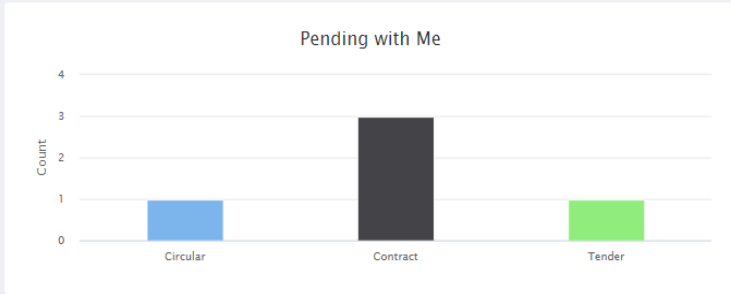
CORRESPONDENCE TIMELINE

ACTION PANEL

Action *	To *	Cc	Remarks *
Send	Select To	Select Cc	Enter Remarks
Save	Cancel		

- <--Select-->
- Send
- Send - Confidential
- For Review
- For Signature - Manual
- Dispatch
- Cancel
- Close
- Hold
- Archive
- Reject

# GetDocS – Sample Dashboard



Average Response Time – Last 3 Months

# GetDocS – Timeline Chart

Correspondence Timeline - OUT-CON-05082021-002

## Correspondence Timeline

File No. OUT-CON-05082021-002

● Drafted  
By Adani (B1) of Administration

● Signed  
To Adani (B1) of Administration

● Delivery  
To DHL - By Courier

● For Signature - Manual  
To Aron (B2) of Administration

● Dispatch  
To DHL - By Courier



# Thanks!

Do you have any questions?

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