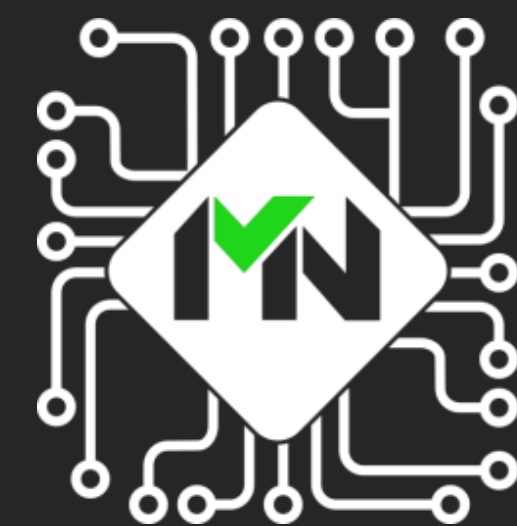




C A S P E L  
E R P

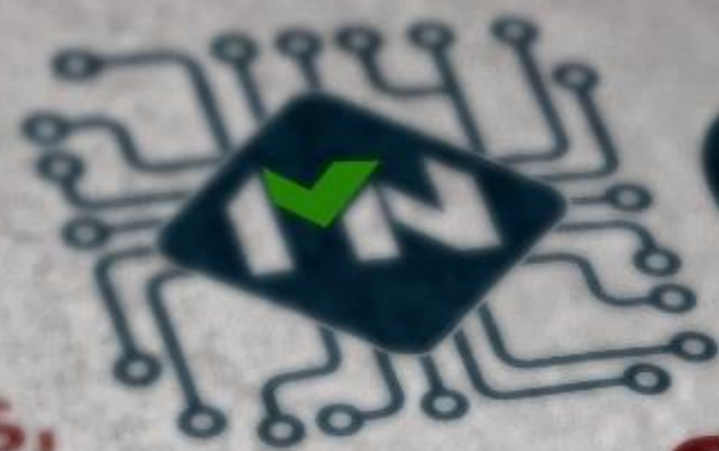


CASPTEL



Hardware

Servers, Storages,  
Structured Cable Systems,  
PC/notebooks,  
periphery Equipment,  
Telecom Equipment



CASPEL

Software

Microsoft  
CERTIFIED  
Partner

CISCO

ORACLE

Service &  
Support

DELL  
CISCO

WYSE

ORACLE

HITACHI  
Inspire the Next

legrand

legrand

ISKRATEL

APC  
Legendary Reliability

Rockwell  
Automation

KASPERSKY

ADAC

vmware

WYSE

GFI

SAP

JUNIPER  
networks

HITACHI  
Inspire the Next

APC  
Legendary Reliability

Lenovo

ISKRATEL

PARTNERS





# ELECTRONIC DOCUMENT MANAGEMENT SYSTEM





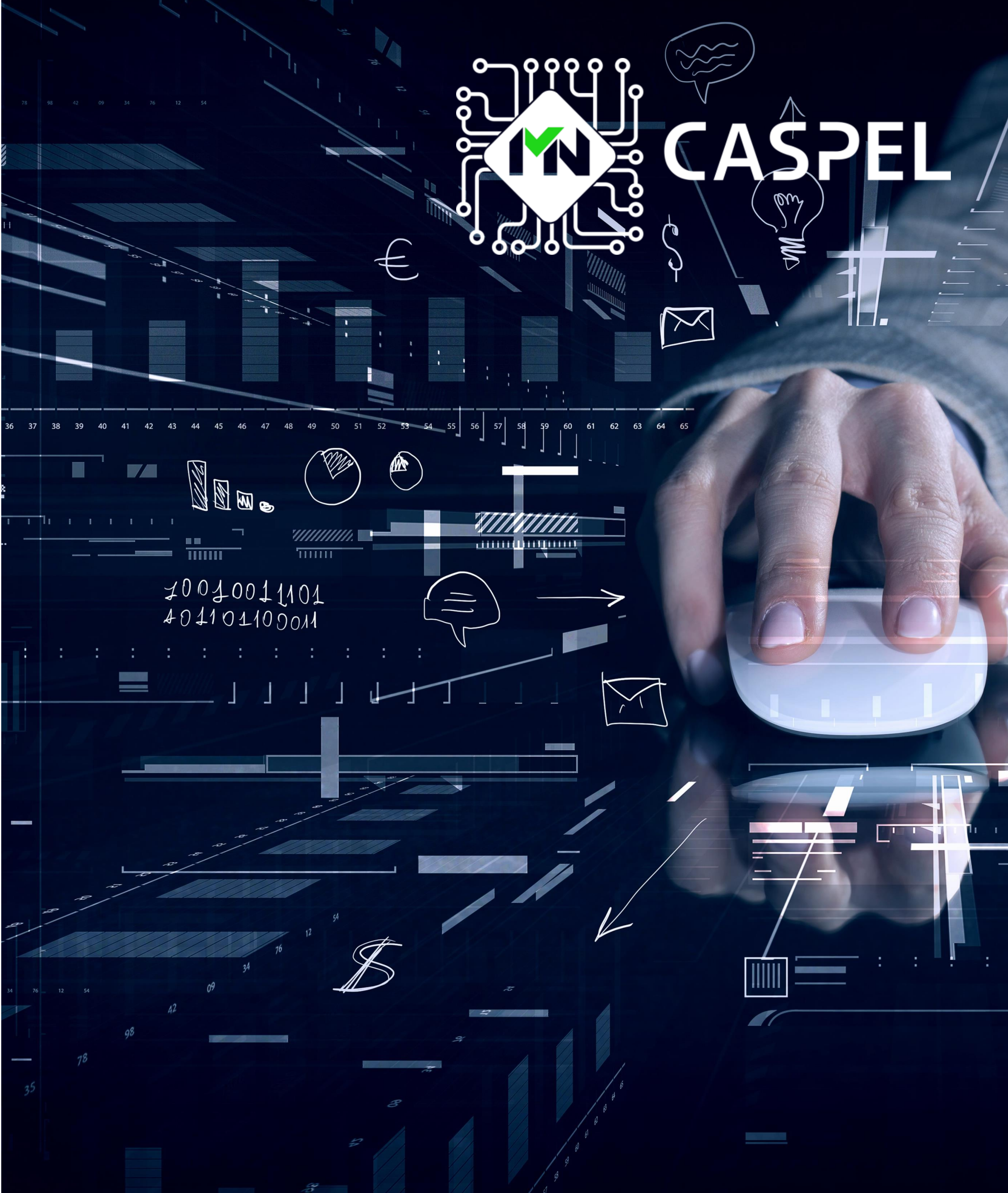
# ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

## E-DOCUMENT FLOW

*Adding documents to the database*

*Development of project documents and reports*

*Maintaining of a unified database of documents*







# DISADVANTAGES OF PAPER DOCUMENT FLOW

- Difficult and expensive storage of paper documents;
- Paper documents: lost, wear, take up a lot of space;
- Search for paper documents takes time and large resources;
- Paper documents can be used by non-authorized persons;
- Registration of paper documents is not reliable;a
- The trajectory of the use of paper document is vague and uncontrollable;
- Inconsistency with modern state requirements;
- Pri nting and chancellery expenses

```
int c;
int a,b,c;
char vcheck(VERSIONSIZE);

gameaction = ga_nothing;

length = M_ReadFile (savename, &savebuffer);
save_p = savebuffer + SAVETHINGSIZE;

// skip the description field
memset (&vcheck,0,sizeof(vcheck));
sprintf (&vcheck,"version %i",VERSION);
if (strcmp (save_p,vcheck))
    return; // bad version
save_p += VERSIONSIZE;

gameskill = *save_p++;
gameepisode = *save_p++;
gamemap = *save_p++;
for (i=0 ; i<MAXPLAYERS ; ++i)
    playinggamemod[i] = *save_p++;

// load a base level
G_InitNew (gameskill, gameepisode, gamemap);

// get the times
a = *save_p++;
b = *save_p++;
c = *save_p++;
leveltime = (a<<16) + (b<<8) + c;

// dearchive all the modifications
P_UnArchivePlayers (i);
P_UnArchiveWorld (i);
P_UnArchiveThinkers (i);
P_UnArchiveSpecials (i);

if (!(*save_p != 0x1d))
    fprintf ("Bad savegame");

// done
Z_Free (savebuffer);

if (testsizeneeded)
    R_ExecuteSetViewSize (i);

// draw the pattern into the back screen
R_FillBackScreen (i);

void G_DoSaveGame (void)
{
    char name1[100];
    char name2[VERSIONSIZE];
    char* description;
    int length;
    int i;

    if (!M_CheckParm ("-odrm"))
        sprintf (name,"c:\\doomdata\\SAVEGAMENAME"%d.dsg",savegameslot);
    else
        sprintf (name,SAVEGAMENAME"%d.dsg",savegameslot);
    description = savedescription;

    save_p = savebuffer + screens[1]*0x4000;

    memcpy (save_p,description,SAVESTRINGSIZE);
    save_p += SAVESTRINGSIZE;
    memset (name2,0,sizeof(name2));
    sprintf (name2,"version %i",VERSION);
    memcpy (save_p,name2,VERSIONSIZE);
    save_p += VERSIONSIZE;

    *save_p = 0; // skill;
    *save_p += 1; // episode;
    *save_p += 1; // gamemap;
    for (i=0 ; i<MAXPLAYERS ; ++i)
        *save_p += 1; // player mod;
    *save_p += 1; // gameskill;
    *save_p += 1; // gameepisode;
    *save_p += 1; // gamemap;
    *save_p += 1; // gameskill;

    P_ArchivePlayers (i);
    P_ArchiveWorld (i);
    P_ArchiveThinkers (i);
    P_ArchiveSpecials (i);

    *save_p += 0x1d; // consistency marker

    length = sizeof (savebuffer);
    M_WriteFile (savename,savebuffer,length);
}
```

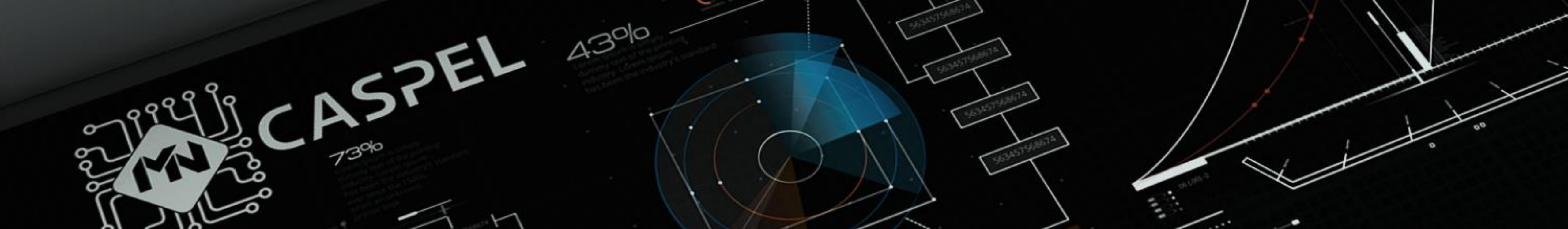


# ADVANTAGES OF ELECTRONIC DOCUMENT MANAGEMENT

- Document flow is accelerated and transparency is ensured;
- Registration of documents is centralized;
- Centralized execution is monitored;
- Savings on office supplies;
- Integration with other subsystems is envisaged;
- Provides the implementation of electronic services;
- Integration with "Electronic Government"
- An electronic archive is created, possibility of analysis and search;







# ACTUAL SOLUTIONS, WITH APPLICATION OF THE SYSTEM:

## Conformity to modern requirements

- Electronic document management
- Transparency
- Electronic signature
- Archiving and searching
- Quality of Service

## Management

- Organizational planning
- Document Confirmation Procedures
- Delivery of documents
- Informative management
- Appointment and control of implementation of instructions



# PROCESS OF DOCUMENT FLOW TRANSFER TO THE ELECTRONIC VIEW AND STANDARDIZATION

---

*SCANNING OF DOCUMENTS  
CREATION OF DOCUMENTS*

*PROCESS OF DOCUMENTS CREATION  
PROCESS OF DOCUMENTS REGISTRATION*

*ROUTE OF DOCUMENTS FLOW  
LIMITATIONS OF CONDUCTED OPERATIONS*

*CUSTOM CONFIGURATION OF THE CAPABILITIES*

*SEARCH SYSTEM  
SECURITY OF DATA*

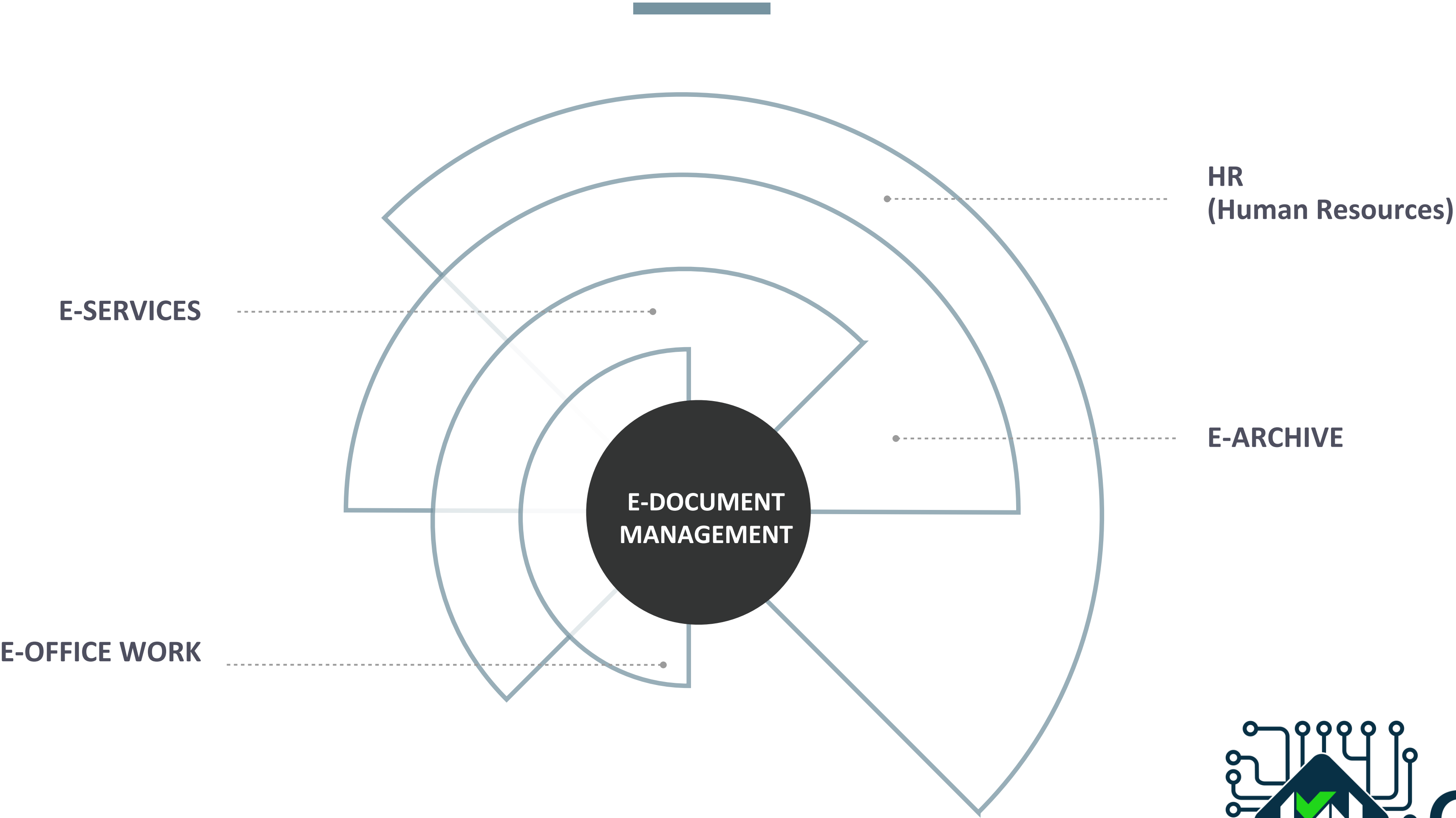
*STORAGE AND ARCHIVATION  
BUSINESS PROCESSES MANAGEMENT*

*INTEGRATION WITH E-MAIL  
ELECTRONIC SIGNATURE*





# FUNCTIONAL MODULES OF E - DOCUMENT MANAGEMENT





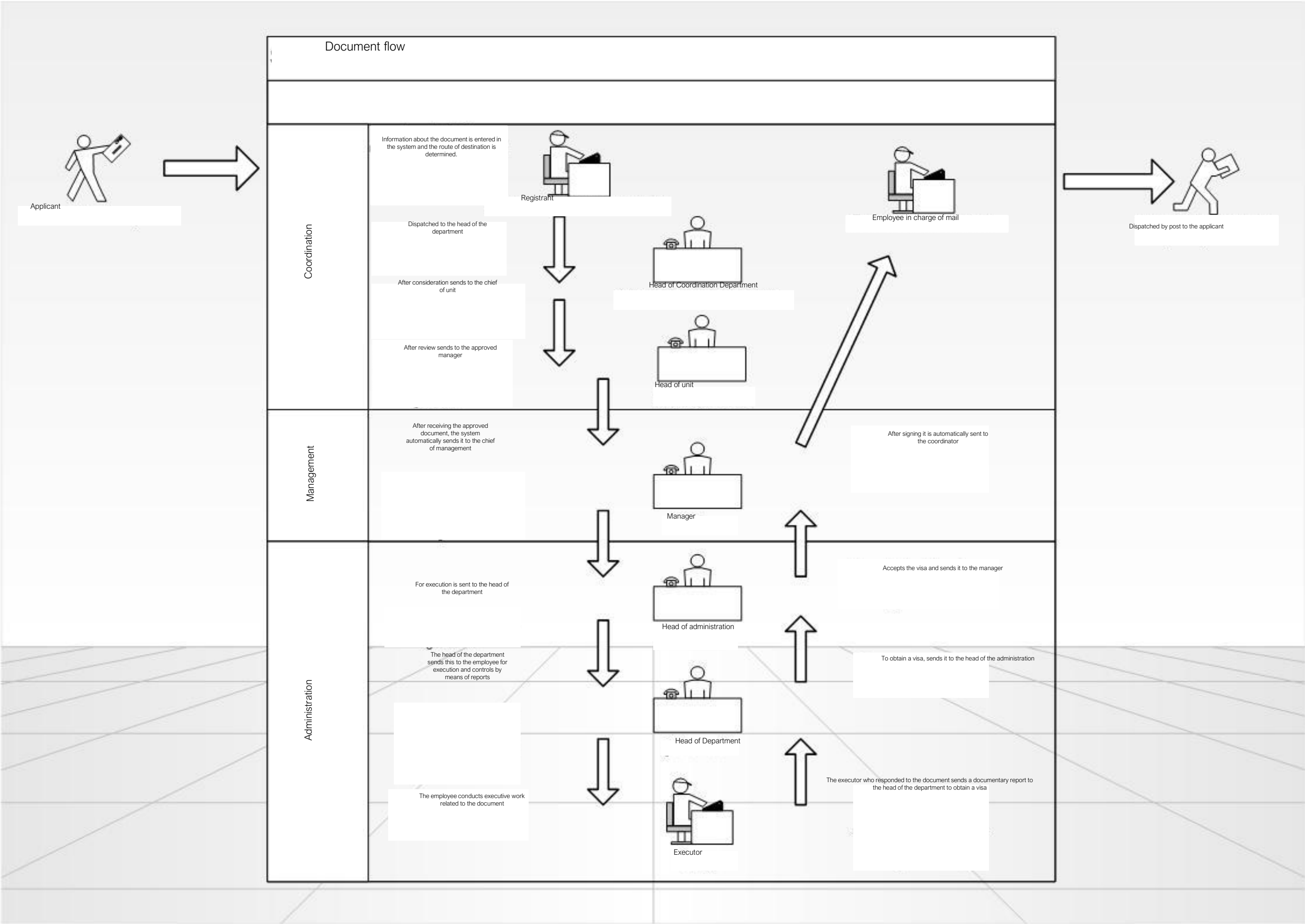
# OFFICE WORK

*Submodule*



# Workflow Schemes In An Organization

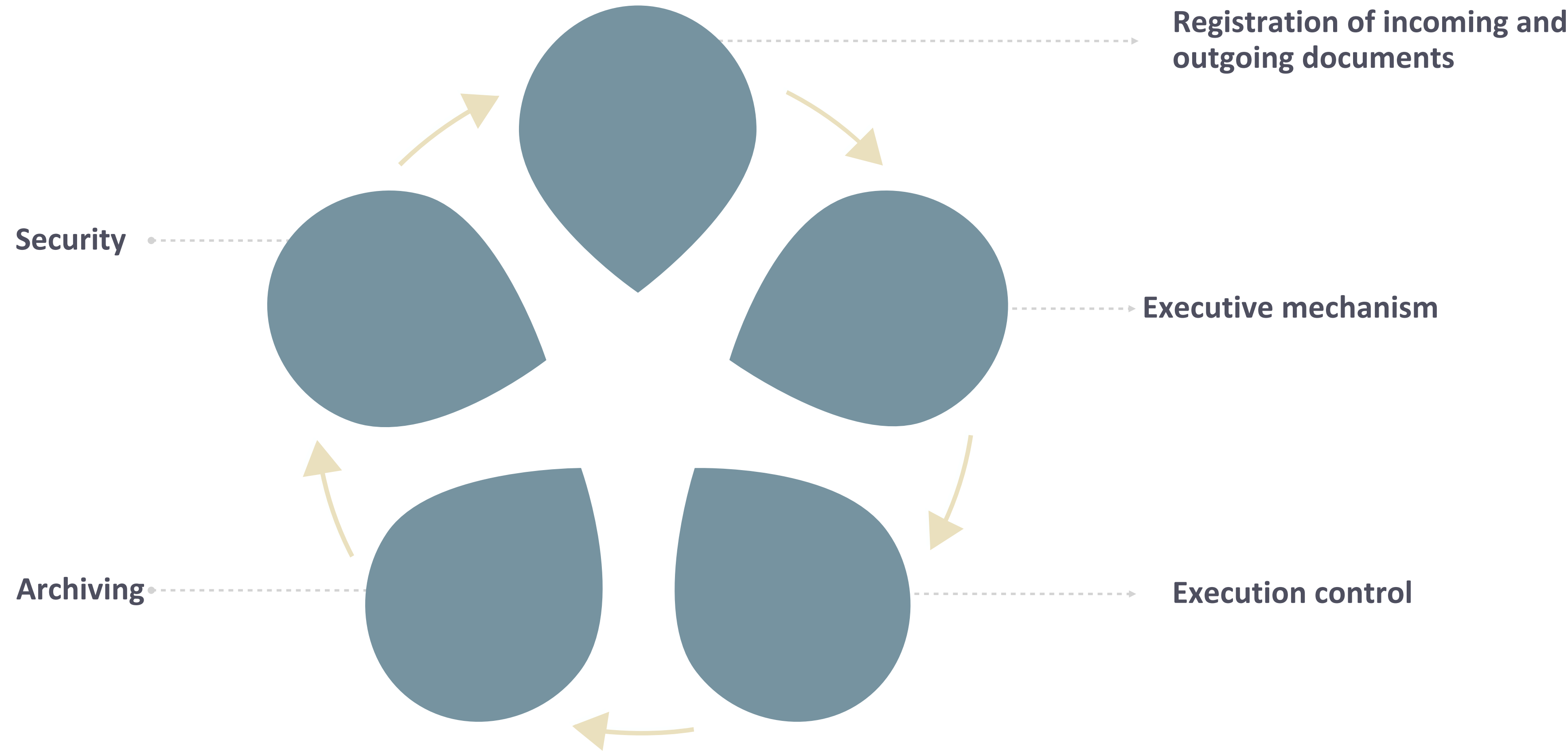
## OFFICE WORK





# USE OF «OFFICE WORK» MODULE

OFFICE WORK





# STRUCTURE OF THE “OFFICE WORK” MODULE

OFFICE WORK

SOLUTIONS

Specialized solutions for public authorities, institutions, organizations and enterprises.

Management of correspondence  
Project management  
Contract management  
Customer service  
(Help Desk)

Consideration of registration and archiving of legislative documents. Customize the program according to customer requirements.  
Electronic signature.

DOCUMENT FLOW

MANAGEMENT  
BUSINESS

Dynamic management of business processes. A new opportunity is the electronic signature and the use of new communication technologies.  
E-mail, integration with MS Office.  
Integration with other programs.

INTEGRATION

OTHER  
SYSTEMS

The "Office workflow" module from CASPEL ERP can be integrated with other system modules.



# «OFFICE WORK» MODULE DIAGRAM

OFFICE WORK



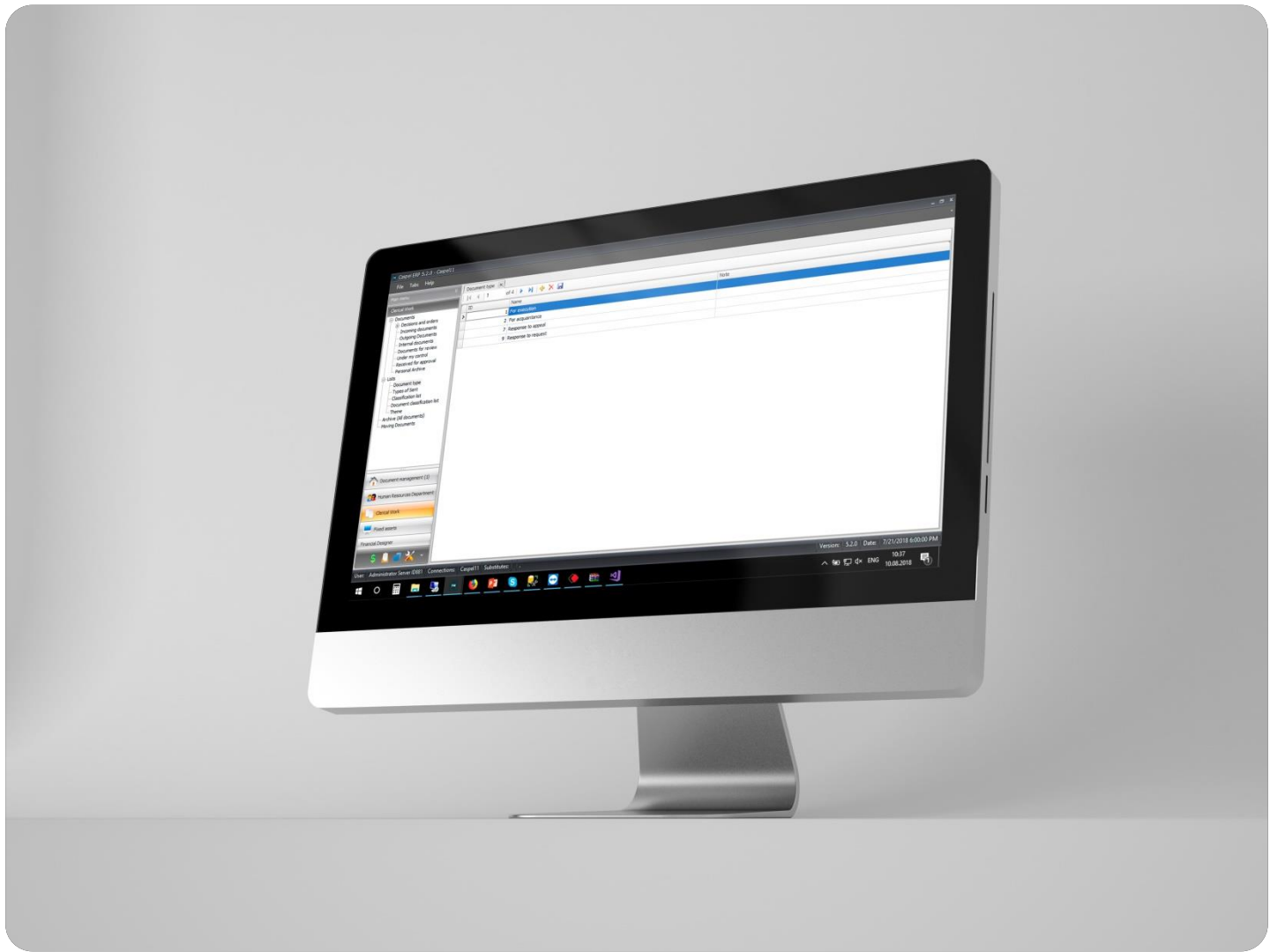
Documents



Reports



Lists







«OFFICE WORK» MODULE DIAGRAM

DOCUMENTS



# TYPES OF ELECTRONIC DOCUMENTS

*DOCUMENTS*



## Incoming documents

Incoming documents- (coming from other organizations, institutions, citizens, etc.)

## Outgoing Documents

Outgoing documents are documents sent by the organization itself

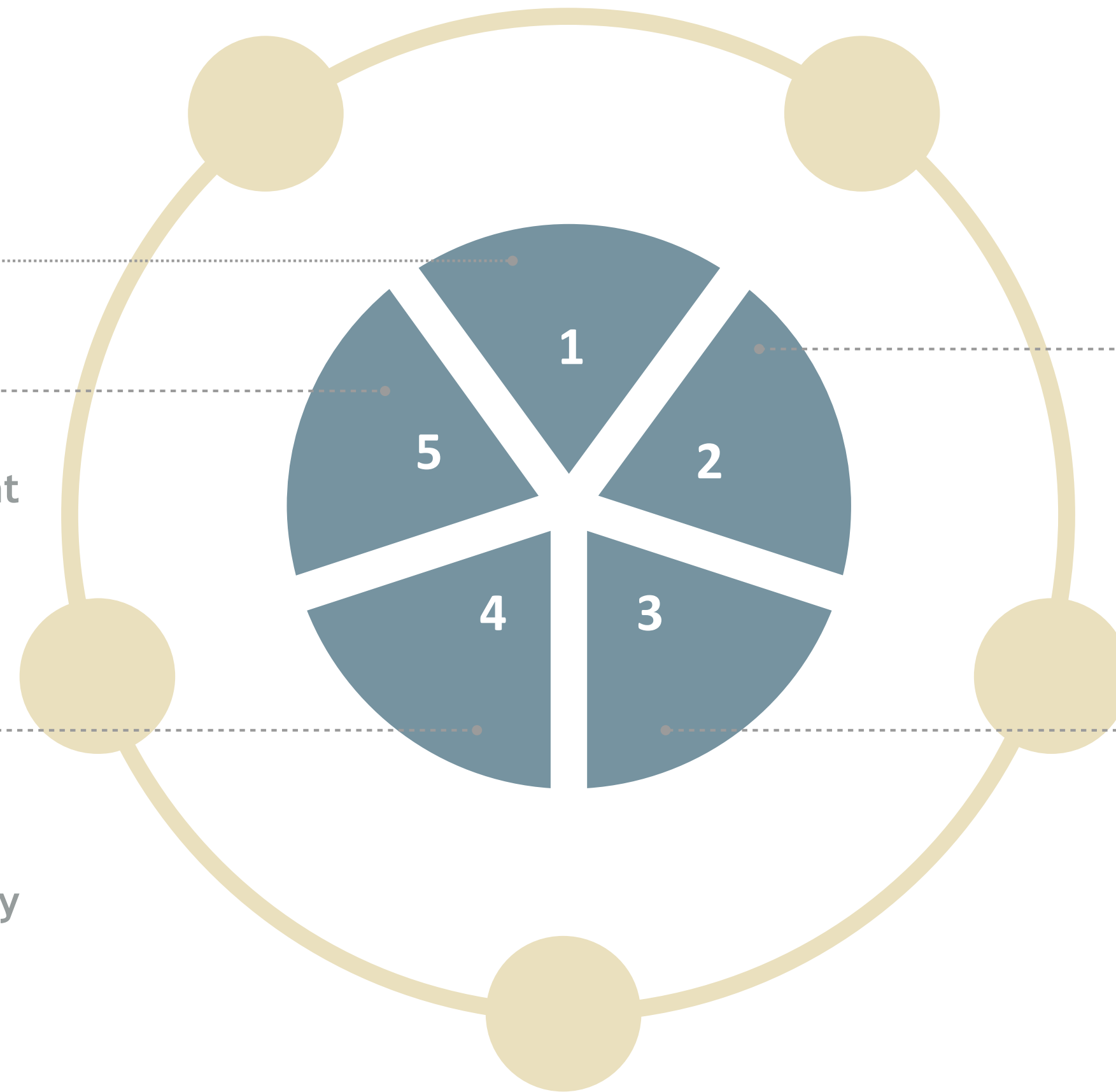
## Orders, Directives, Decisions

Orders, decisions - documents of ready orders or decisions in the organization.

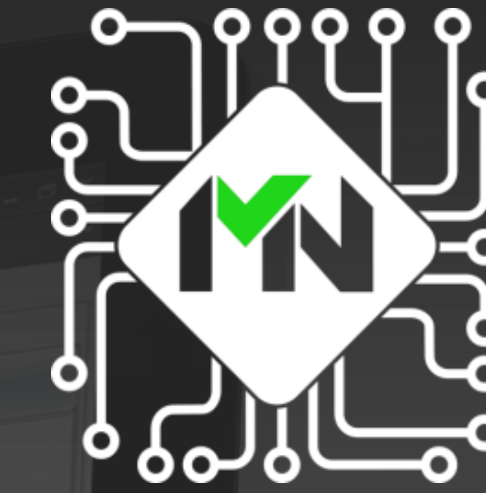
## Documents for review

## Internal Documents

Documents of organization for internal flow





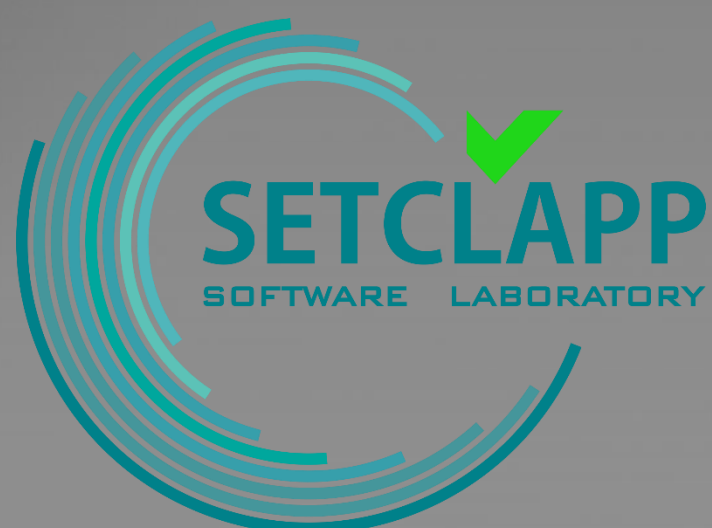


# CASPEL

## INCOMING DOCUMENTS

*TYPES OF ELECTRONIC DOCUMENTS*

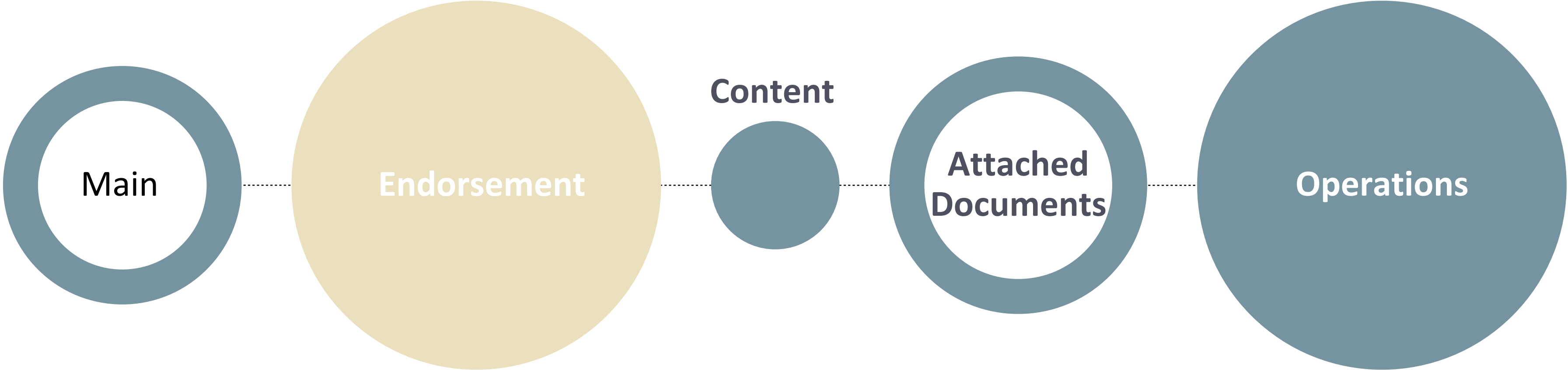
All letters and documents entering the organization are registered in the "general department". Information is added here: incoming document or letter number, date, sender or organization, type, content, etc. A scanned version of the document is added to the system. The resolution of the document is selected. Here, the latest executors, last date and execution data can be included.





# Registration Of Incoming Documents

*INCOMING DOCUMENTS*





# Registration Of Incoming Documents

## INCOMING DOCUMENTS

**ID** - the document number is assigned from the system side and can not be changed.

**Status** - The system determines the status of the document.

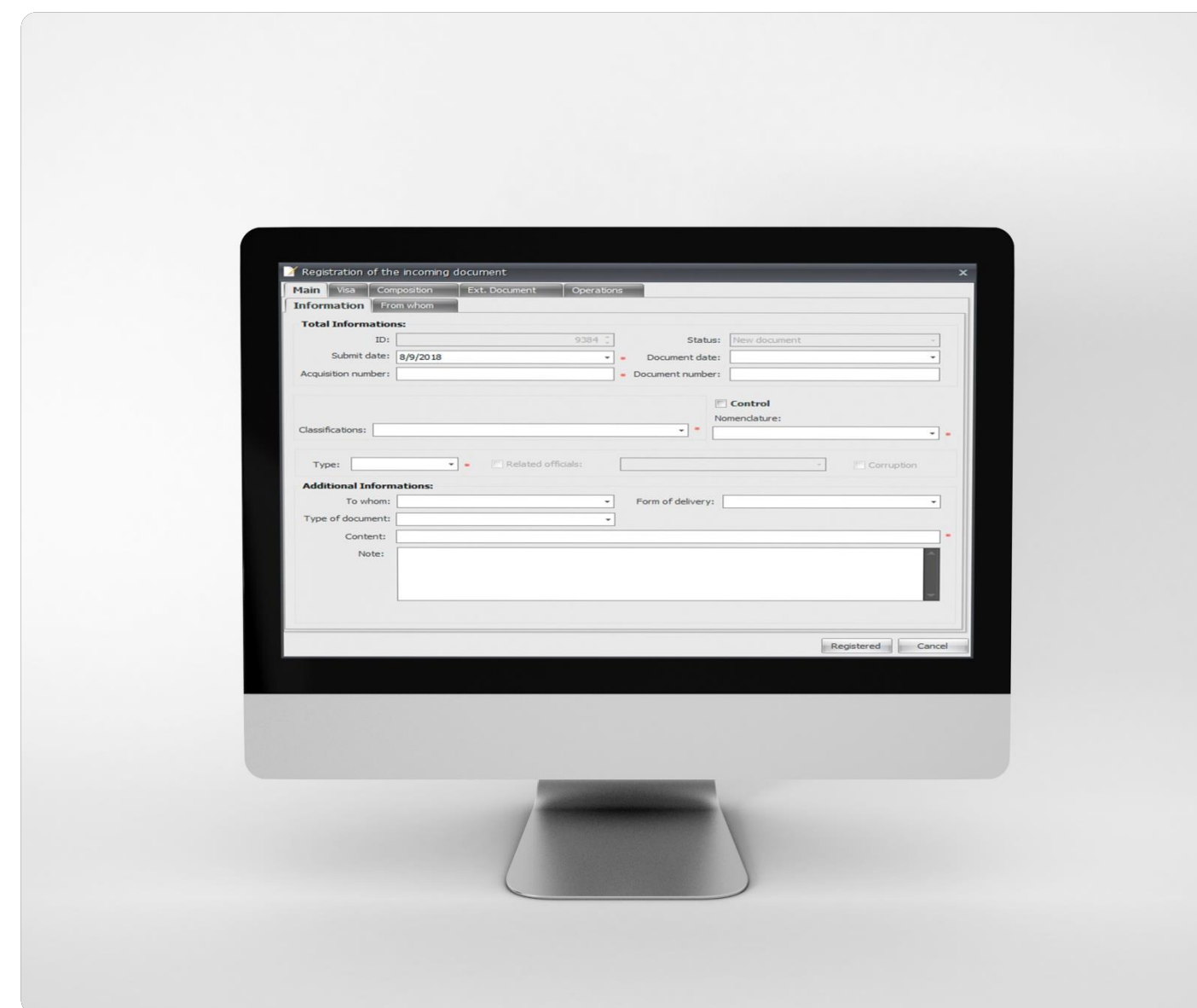
**Date of receipt** - the date of receipt of the document is determined by the system.

**Incoming number** - the number of the received document is assigned by the system.

**Document date** - the date of issue of the document.

**Document number** is the output number of the document.

**Classification** - the classification (subject) of the document is chosen.



**Standard route** - depending on the classification, the route of the document is assigned.

**Control** - in consequence of control over the document, he is assigned a cell.

## Nomenclature

**Type** - application, complaint, offer and so on.

**Receiver** - choose the address of the employee from the general list.

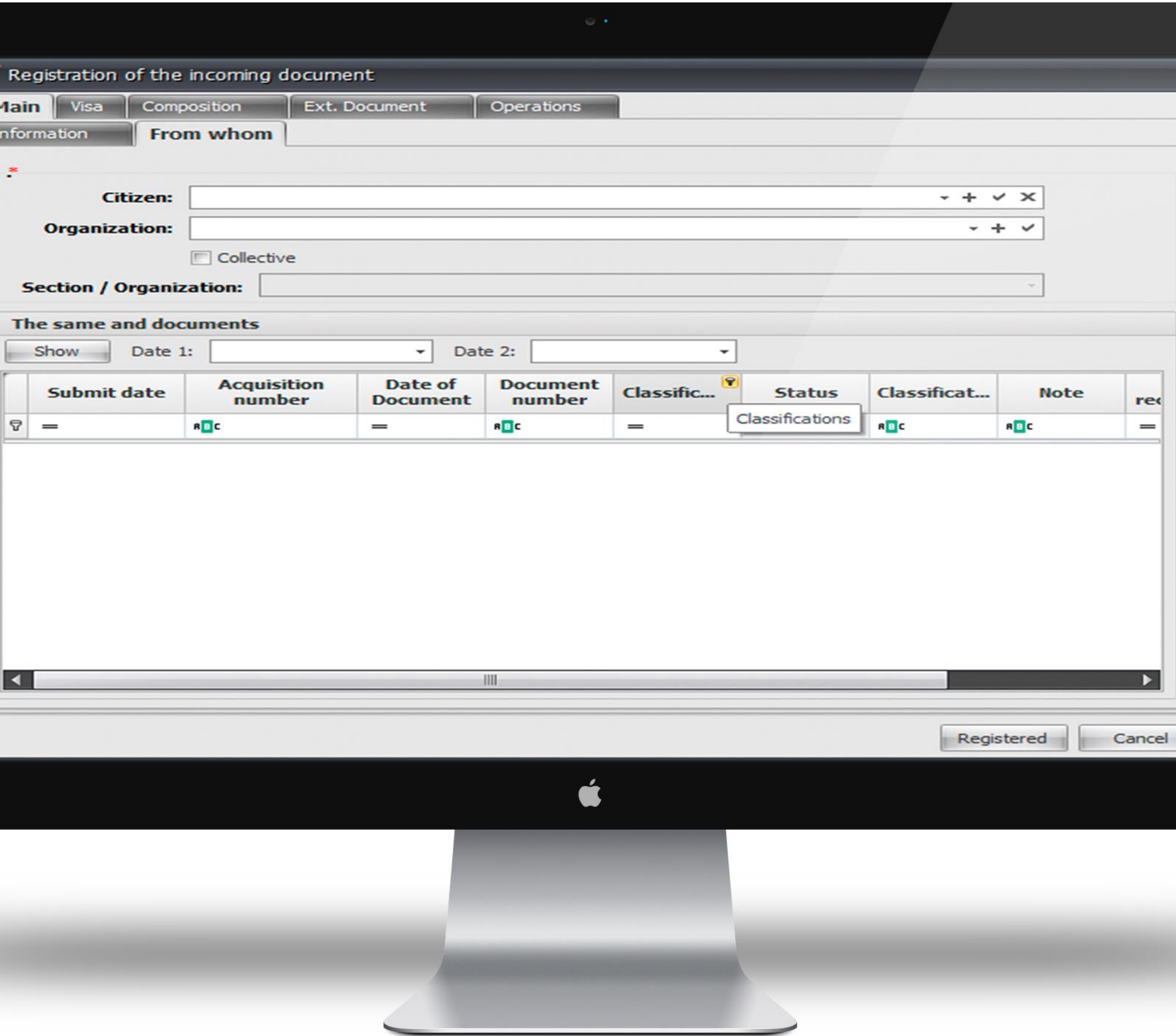
**The form of sending** - (fax, email, courier, other, etc.).

**Type of document** - (envelope, parcel, sheet, etc.)

**Brief description of the document.**

**Note**





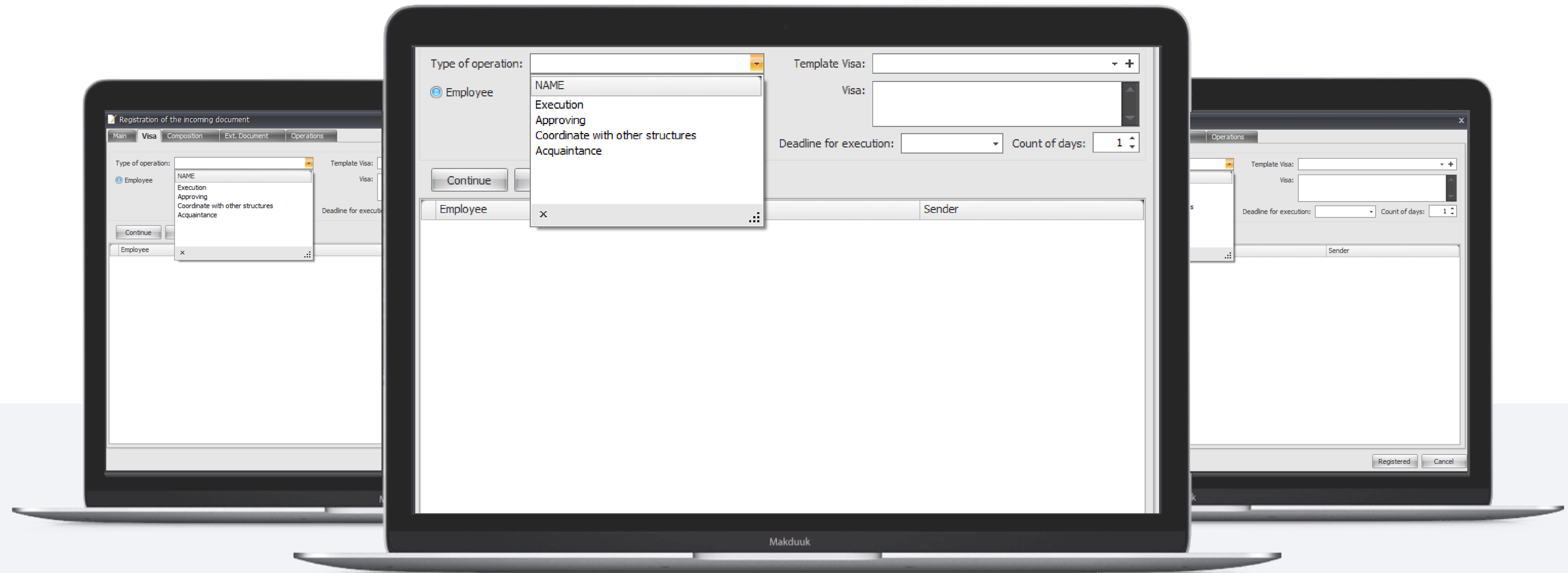
# The Main Page

## INCOMING DOCUMENTS

**Citizen** - registration of a new citizen, change of the citizen's current name and additional information.  
**Organization** - the creation of a new organization, changing the name of current and additional information.







## Visa Tab

*INCOMING DOCUMENTS*

This page assigns the route of document movement. Displays the resolution, performer and other related information.



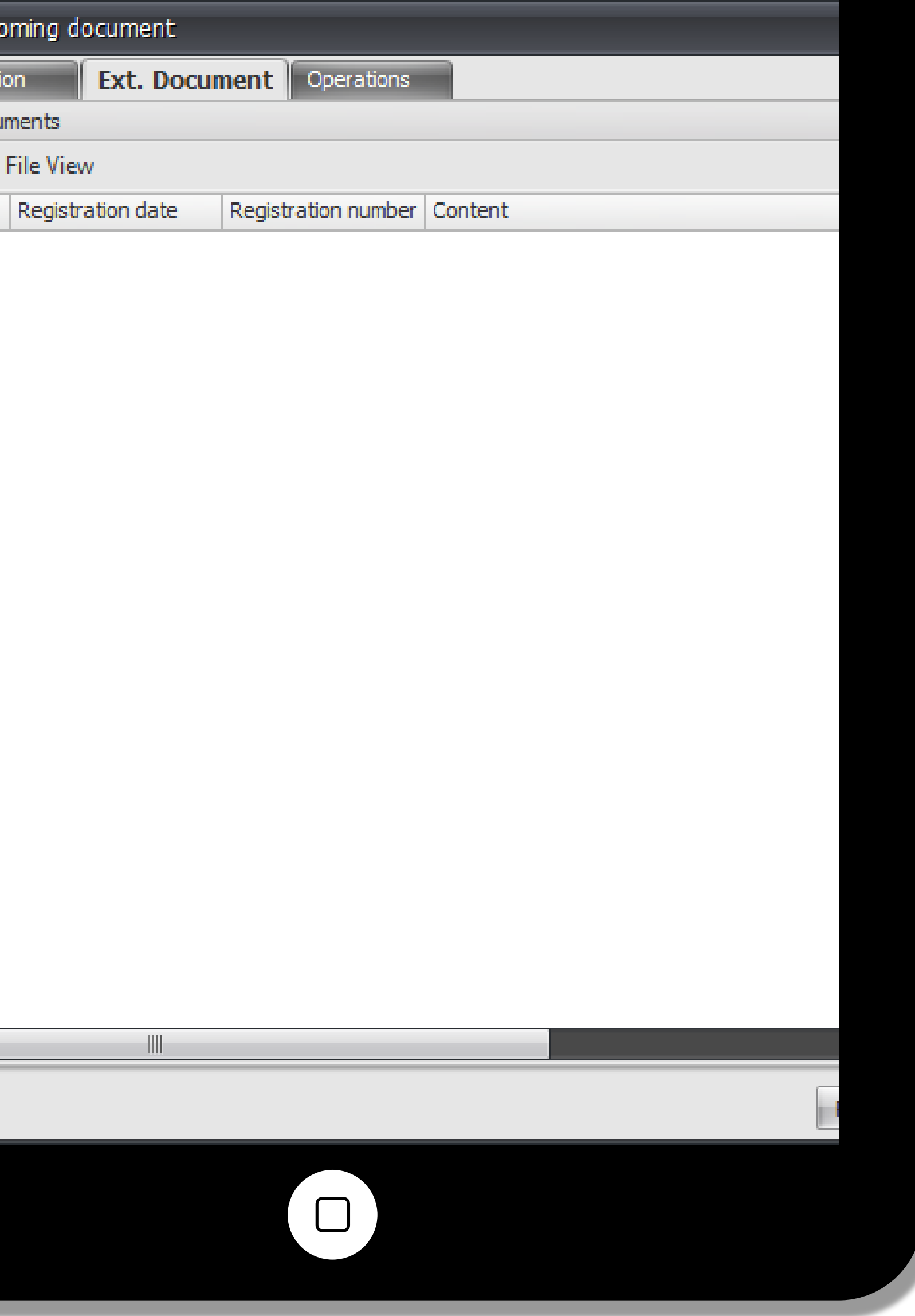


# Contents Tab

## INCOMING DOCUMENTS

On this page, scanned documents are included in the system, as files. In addition, scanned documents can be saved on a computer.





# The Attached Documents Tab

## *INCOMING DOCUMENTS*



On this page you can see the documents that have been responded or the documents attached by the employees. The response documents are automatically added to the system.





# Operation Tab

*INCOMING DOCUMENTS*

This page shows information about all transactions with documents.



## SENT DOCUMENTS (OUTGOING DOCUMENTS)

*TYPES OF ELECTRONIC DOCUMENTS*

Creating an "Outgoing document" when you select an action, the "Outgoing document registration" window opens. The person signing the document, selects the "signatory" cell, briefly describes the content of the document in the "Contents" column whereafter the file is added to the "Composition" section.

Organization, nomenclature, contact person, form of dispatch and classification of the document. After entering information, the document can be "Send".



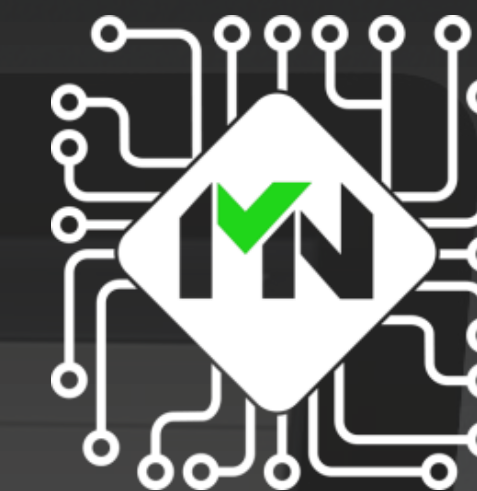
# Information Documents

*SENT DOCUMENTS (OUTGOING DOCUMENTS)*

**For information** - this operation is carried out if necessary, for more information about the document to be sent to other persons. The "For information" operation is performed after selecting an employee from the group, and then pushing the "Send" button. After performing this operation, the document selected by the employee is added to the "Information Documents" menu.

The screenshot displays the Caspell ERP 5.2.0 - Caspell11 application window. The main menu on the left includes 'Documents', 'Lists', 'Archive (All documents)', and 'Moving Documents'. The 'Outgoing Documents' tab is active, showing a table with columns: 'Registration date', 'Registration number', 'Replies type', and 'Classifica'. The 'Registration of the document to be sent' dialog box is open, featuring tabs for 'Main', 'Visa', 'Composition', 'Ext. Document', and 'Operations'. The 'Main' tab is selected, showing fields for 'Total Informations' (ID: 9388, Status: New document, Document date: 8/8/2018, Document number: 9388), 'A person who signs' (with a red asterisk), 'Nomenclature', 'Result the consideration', 'To whom' (with a red asterisk), 'External organizations', 'Section / Organization', 'Citizen', 'Additional Informations' (Classification type, Classifications, Form of delivery, Type of document, Content, Note), and buttons for 'Send', 'Save', and 'Cancel'. The status bar at the bottom shows 'User: Administrator Server ID081', 'Connections: Caspell11 Substitutes', 'Version: 5.2.0', and 'Date: 7/21/2018 6:00:00 PM'.





# CASPEL

## Orders, Directives, Decisions

*TYPES OF ELECTRONIC DOCUMENTS*

Orders, decisions - documents of ready orders or decisions in the organization.

In this form, you can create new orders and specify: the number, type, status, content and notes of the document, after which the preparation and registration of the order takes place. Then you can save it, or cancel it.

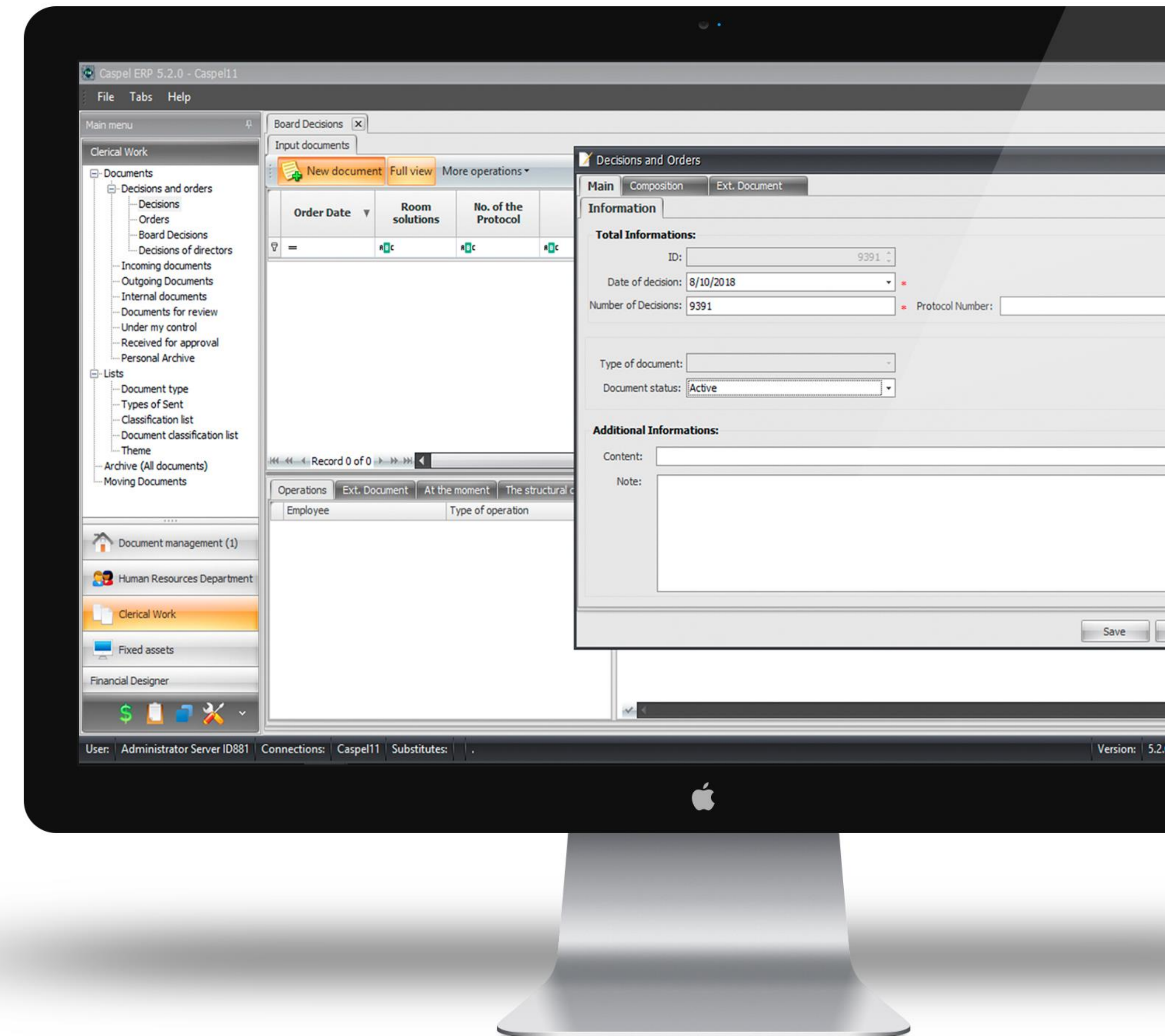




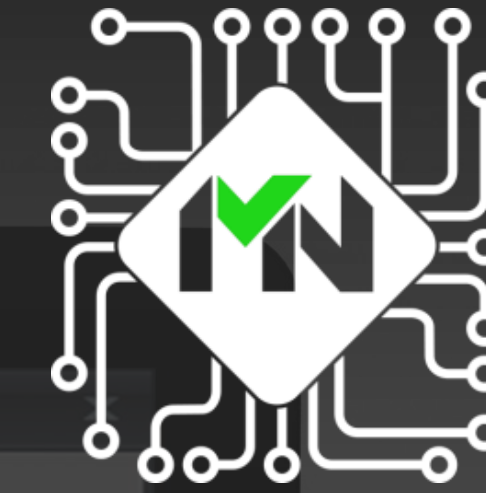
# Registration of orders, regulations, decisions.

*Orders, Directives, Decisions*

In this section, orders, regulations and decisions are added to the management of the enterprise or organization.







# CASPEL

Registration of an internal document

Main Composition Ext. Document Operations

Information

**Total Informations:**

ID: 9389 Status: New document

Document date: 8/9/2018 \* Registration number: 9389 \*

Document number:

Type of document: \*

Approving person: \*

**Additional Informations:**

Content: TYPES OF ELECTRONIC DOCUMENTS

Note:

Save Cancel

## INTERNAL DOCUMENTS

Internal documents - documents of internal correspondence in the organization.

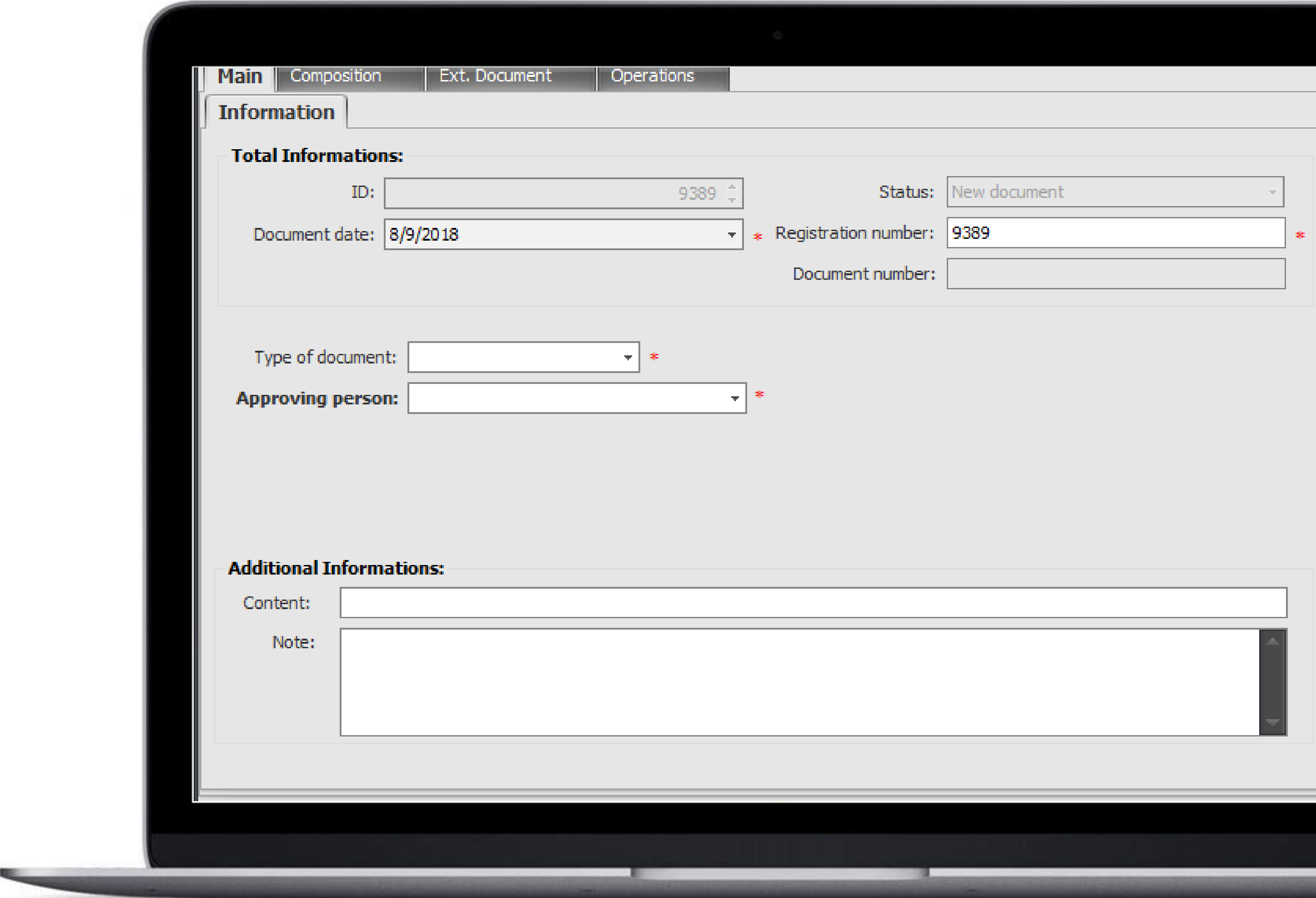




# Registration Of Internal Documents

*Internal Documents*

In this form: you can choose the execution period of the document, the type and nature of the performance, as well as the response to the document information. The document notes additional information on the "internal document" and a summary.



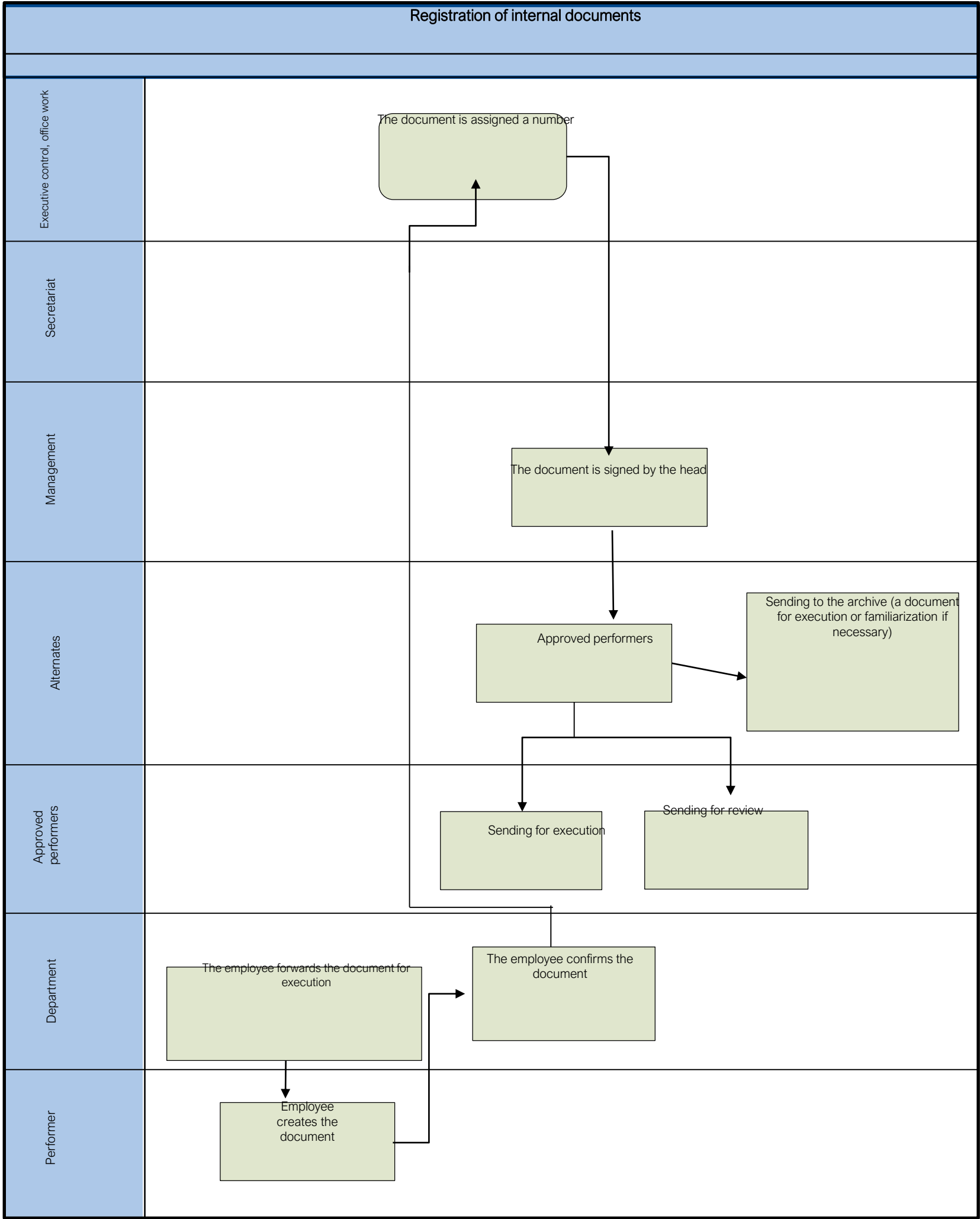
The image shows a laptop screen with a web application interface. The interface has a top navigation bar with tabs: 'Main', 'Composition', 'Ext. Document', and 'Operations'. Below this is a sub-tab labeled 'Information'. The main content area is divided into two sections: 'Total Informations:' and 'Additional Informations:'. The 'Total Informations:' section contains several input fields: 'ID:' with a value of '9389', 'Status:' with a dropdown menu showing 'New document', 'Document date:' with a date picker set to '8/9/2018', 'Registration number:' with a value of '9389', and 'Document number:' which is empty. There are also dropdown menus for 'Type of document:' and 'Approving person:', both marked with a red asterisk. The 'Additional Informations:' section has a 'Content:' text area and a 'Note:' text area with a scrollbar.

Main   Composition   Ext. Document   Operations			
Information			
<b>Total Informations:</b>			
ID:	9389	Status:	New document
Document date:	8/9/2018	Registration number:	9389
		Document number:	
Type of document:			
Approving person:			
<b>Additional Informations:</b>			
Content:			
Note:			



# Scheme Of Internal Documents Execution

*Internal Documents*



# PERSONAL ARCHIVE

*TYPES OF ELECTRONIC DOCUMENTS*

The "Personal Archive" menu is a personal archive of each employee. During the last 6 months all the documents sent by the employees are saved in the program. Documents sorted by date can be selected by filtering and downloading.



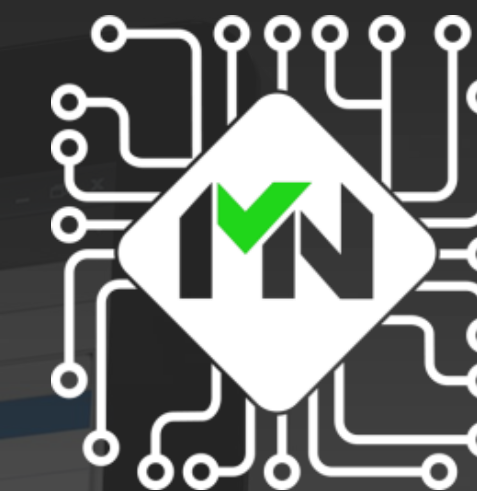


# Filtering and searching

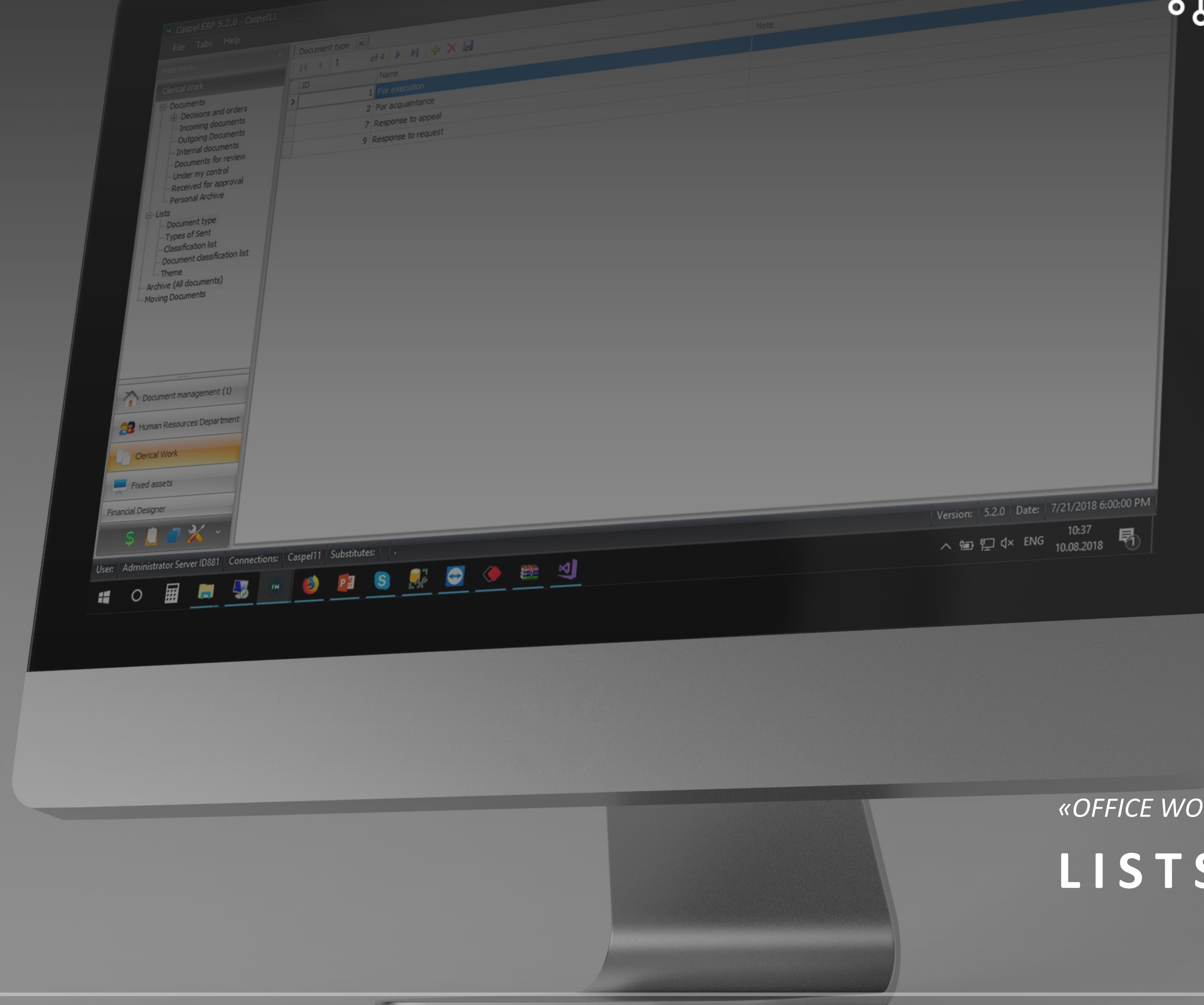
## *PERSONAL ARCHIVE*

In the Caspel ERP system, filtering and searching for data tables are available in all menus. The first top line of the lookup table is used for filtering.

For example, a registered document can be found by the date "10.03.2015" in the "Registration Date" cell. In the "Registration Date" cell you can specify the approximate date of registration of the document and a list of all documents registered for March 2015 will be shown.

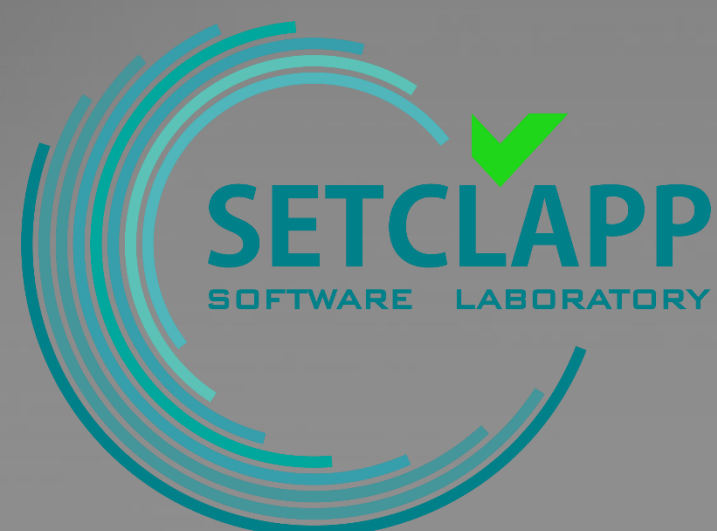


# CASPEL



«OFFICE WORK» MODULE DIAGRAM

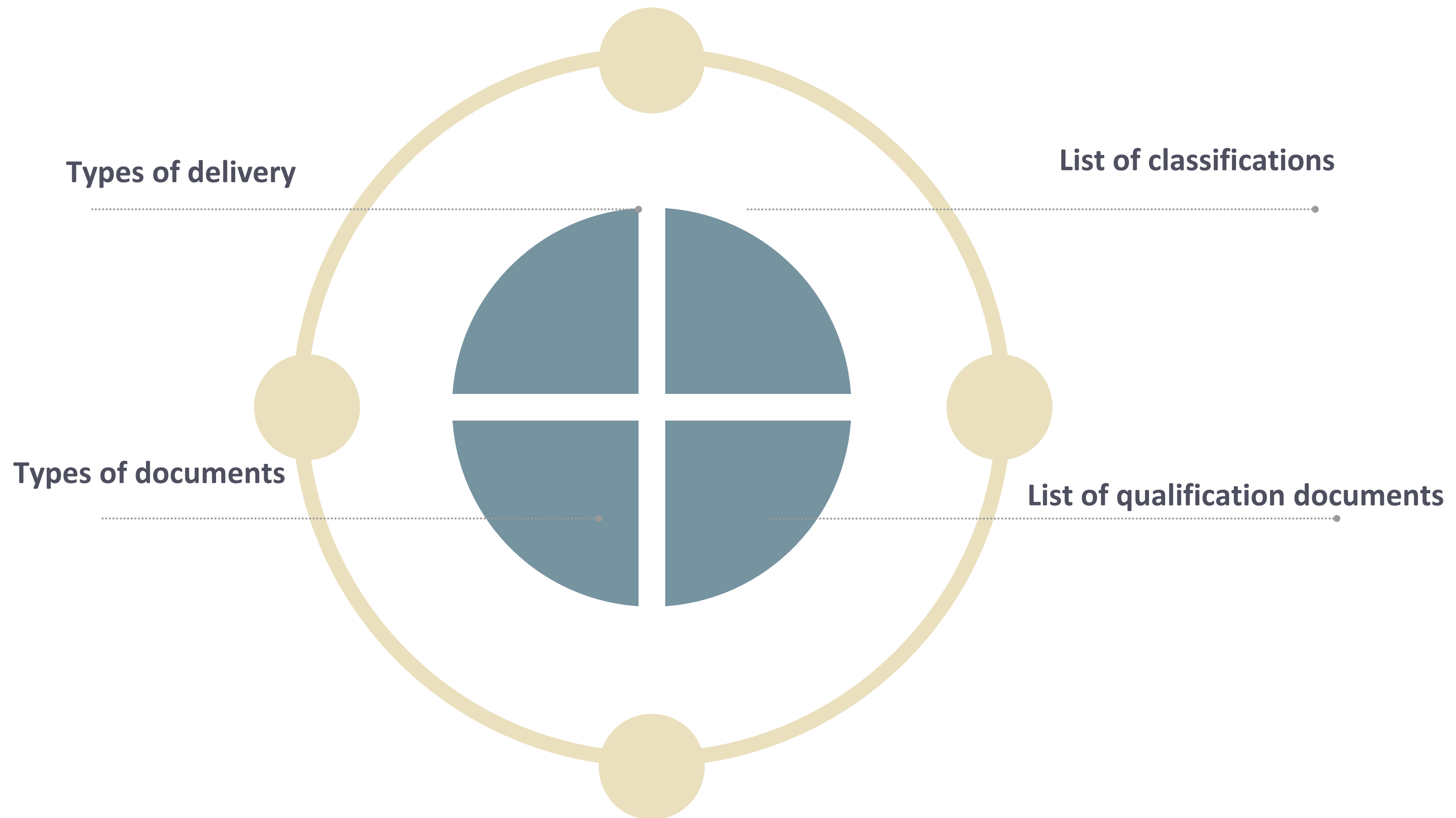
## LISTS





# LISTS

*LISTS*



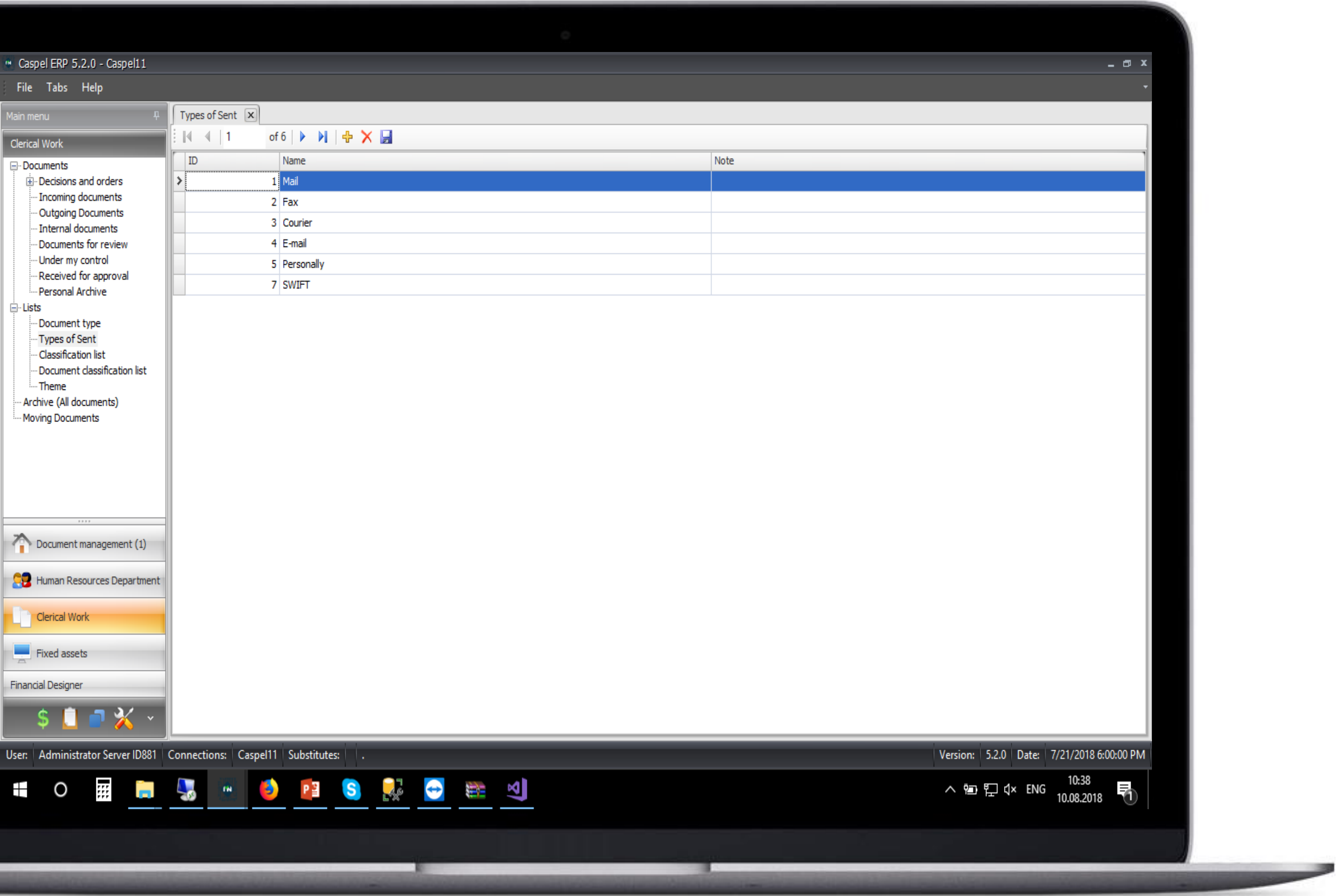
# TYPES OF DOCUMENTS

## LISTS

For each document, you can select a specific type. This form shows a list of all types of documents.







# TYPES OF DELIVERY

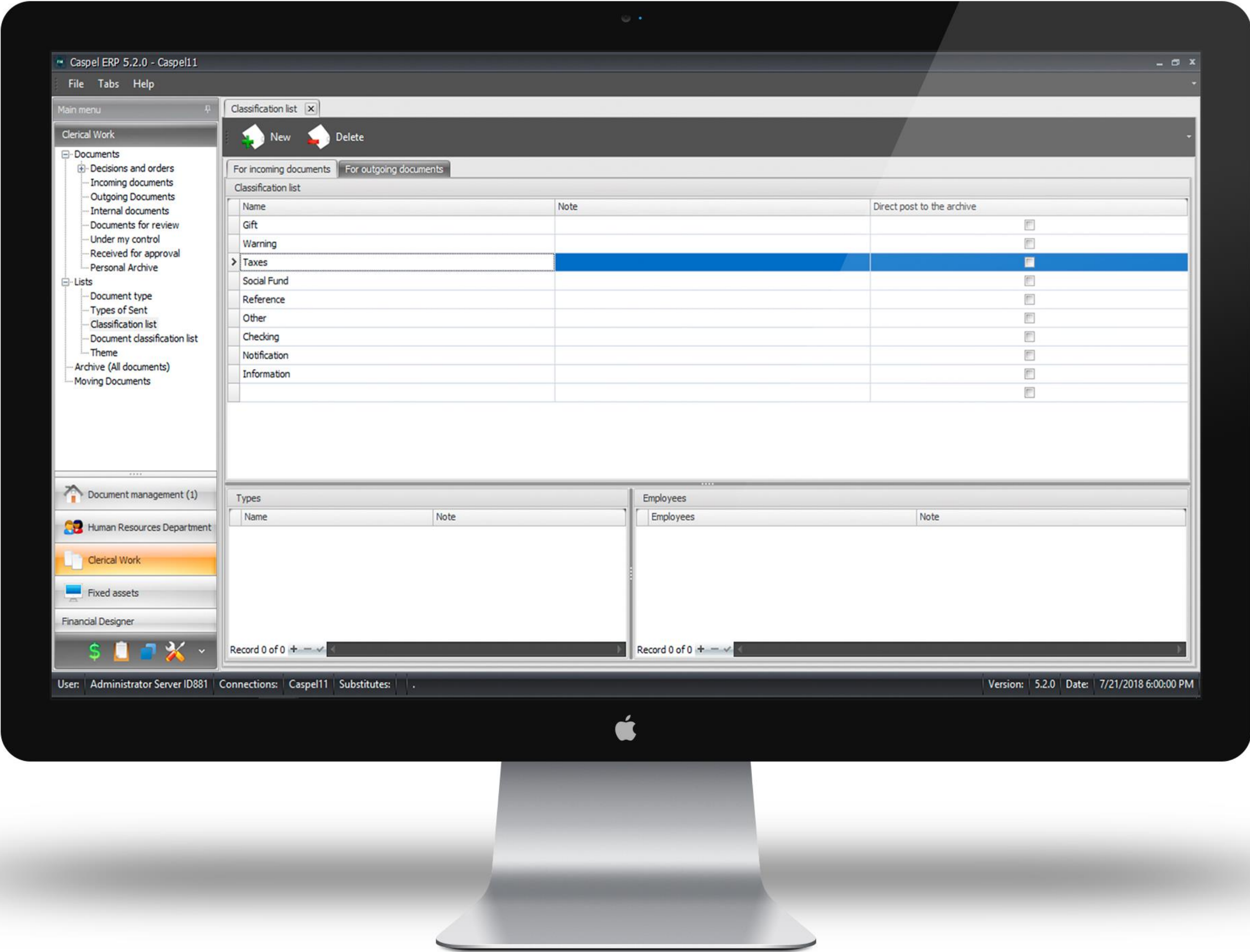
## LISTS

For each document, you can select a specific type of delivery and in this form all types of document delivery are listed.

# LIST OF CLASSIFICATIONS

## LISTS

This form displays a list of the received and sent documents, from which it is possible to select a specific view.





Caspe! ERP 5.2.0 - Caspe!11

File Tabs Help

Main menu 4

Clerical Work

Documents

- Decisions and orders
  - Incoming documents
  - Outgoing Documents
  - Internal documents
  - Documents for review
  - Under my control
  - Received for approval
  - Personal Archive
- Lists
  - Document type
  - Types of Sent
  - Classification list
  - Document classification list
  - Theme
  - Archive (All documents)
  - Moving Documents

Theme X Classification list Document classification list Types of Sent

New Edit Delete Not used Return in use Filter The use of X Export

Name	Description
Other	
Checking	
Notification	
Information	
Warning	

Document management (1)

Human Resources Department

Clerical Work

Fixed assets

Financial Designer

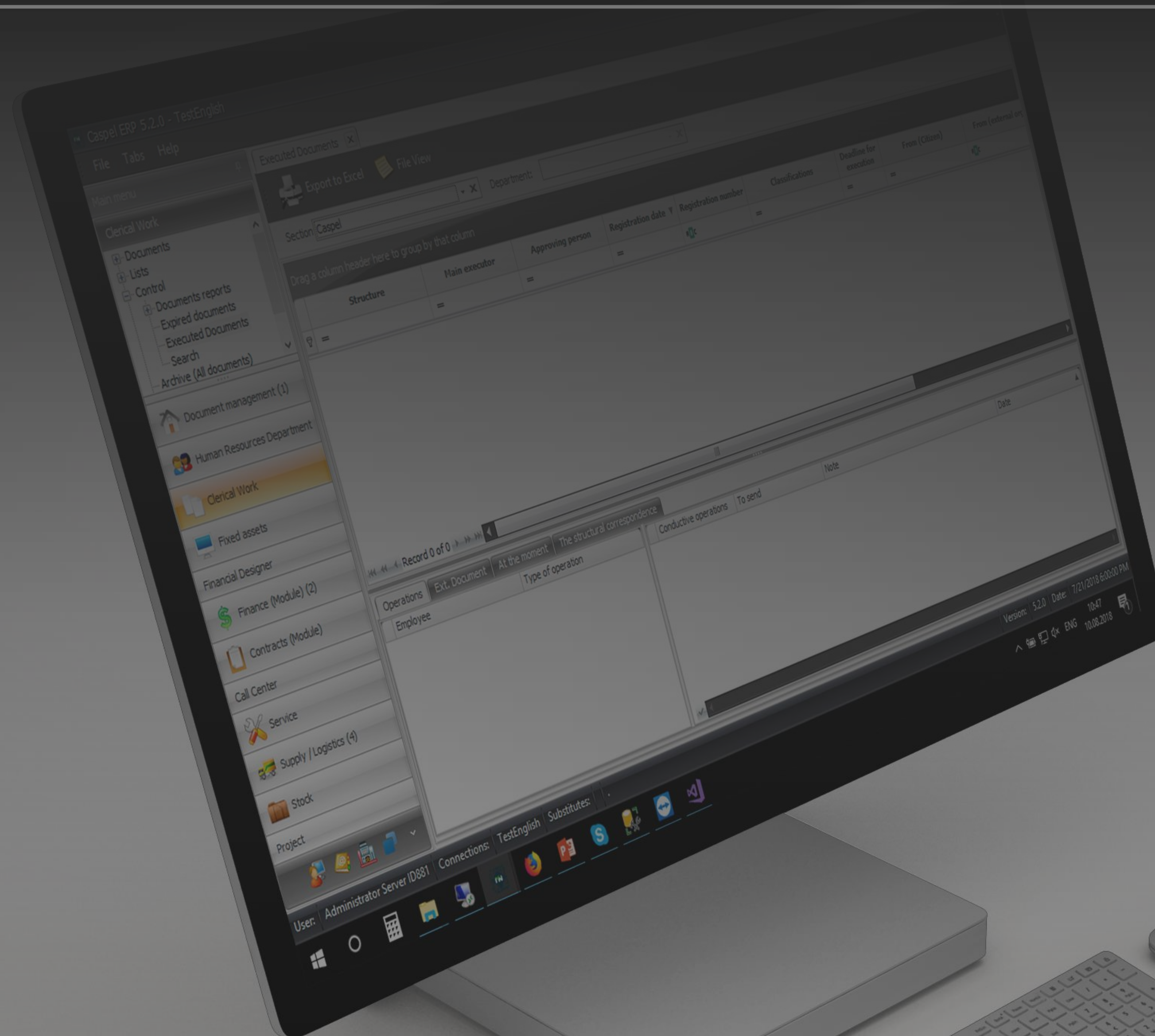
Row 5 / 5

User: Administrator Server ID881 Connections: Caspe!11 Substitutes: Version: 5.2.0 Date: 7/21/2018 6:00:00 PM

# LIST OF THE QUALIFICATION DOCUMENTS

*LISTS*

This form displays a list of classifications for all documents, and a new classification can be added to this list.



«OFFICE WORK» MODULE DIAGRAM

REPORTS



# REPORTS

REPORTS



Through these reports, control over documents is carried out, as well as the ability to print them in Excel format.

## UNFULFILLED DOCUMENTS

The execution time of the document is controlled and in this section it is filled out: the department, the person who conducted the operation, the date, time and other information.

## END-OF-TERM PERFORMANCE DOCUMENTS

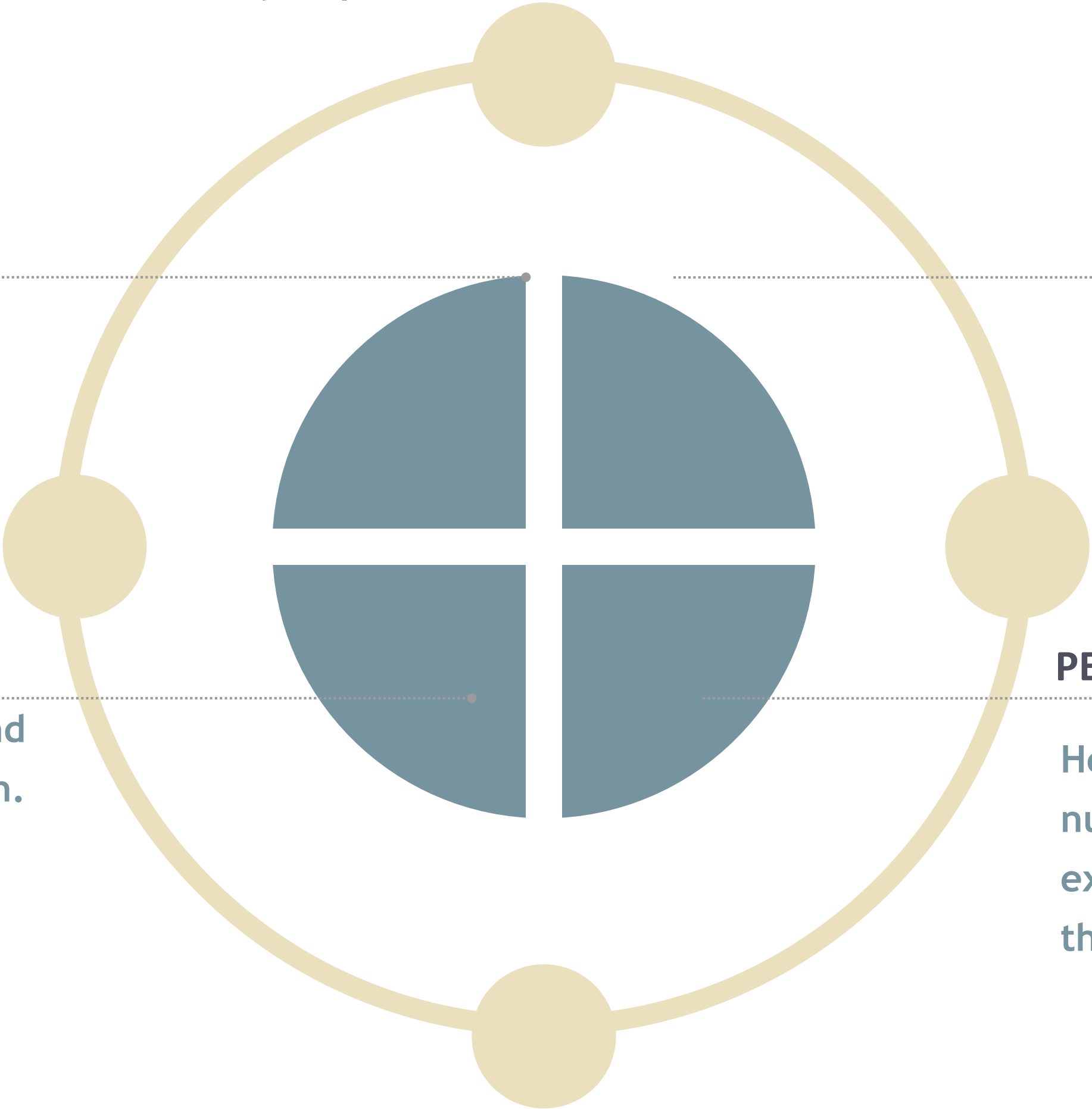
Notifications of delayed execution documents and including information.

## SEARCH

Each document can be found by: date, registration number, classification, nomenclature, title, type of document.

## PERFORMED DOCUMENTS

Here are displayed: the date of registration, number, classification, reason, the last term of execution, from whom, the time of execution, the remaining days.





# HR (Human Resources)

*Submodule*

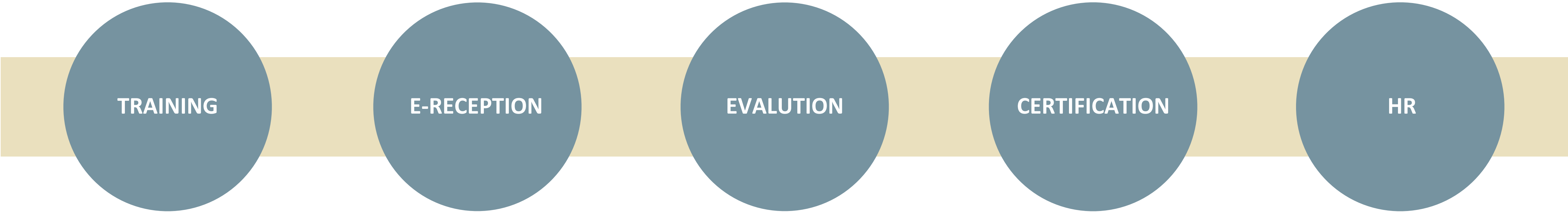


HUMAN RESOURCES MANAGEMENT SYSTEM

*HUMAN RESOURCES*



Single Information Space



# BASIC FUNCTIONAL OF THE "HUMAN RESOURCES" SYSTEM

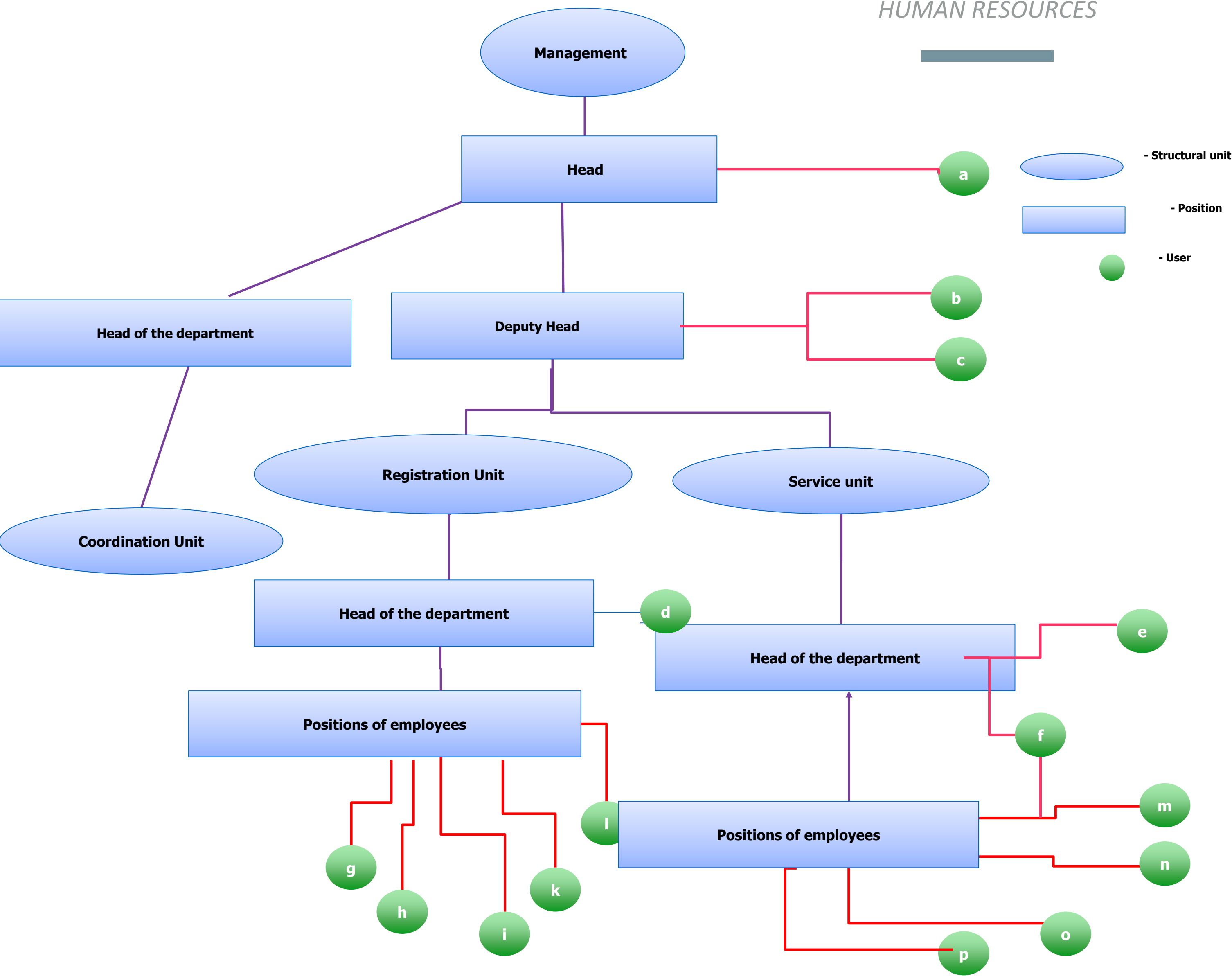
HUMAN RESOURCES

---

- *Automation of the procedures required during the hiring of new employees*
- *Inclusion in the database of all information on personnel*
- *Placement of employees according to the staff structure and identity service*
- *Registration of employees' sick leaves*
- *Creation of accounting and processing of personal files of employees*
- *Preparation, accounting and execution of orders, decisions, business trips, vacations, temporary replacement, incentives, etc.*
- *Evaluation of staff activities*
- *Attestation of employees, involvement in training, etc.*
- *Getting different types of reports, universal search, etc*

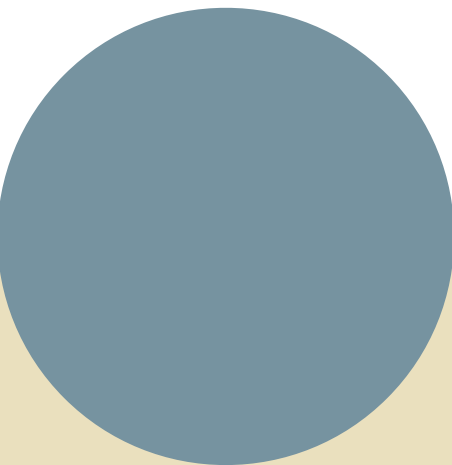


# STRUCTURAL SCHEME OF ORGANIZATION

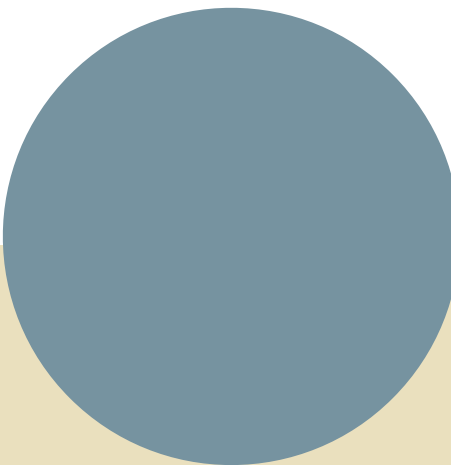


# AUTOMATED PROCESSES

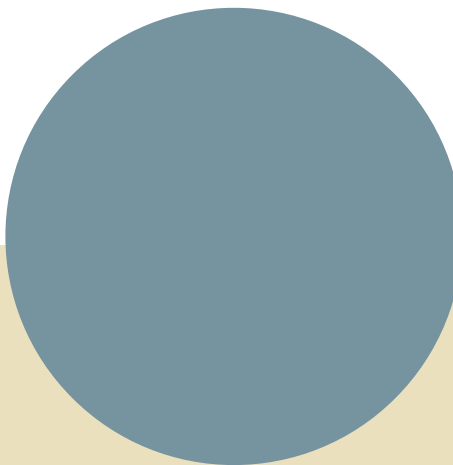
*HUMAN RESOURCES*



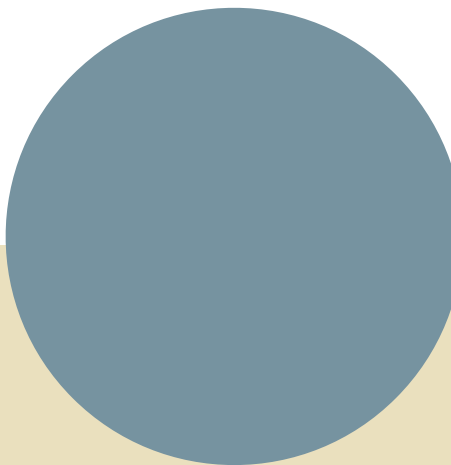
Processing of  
the electronic  
application "e-  
Reception"



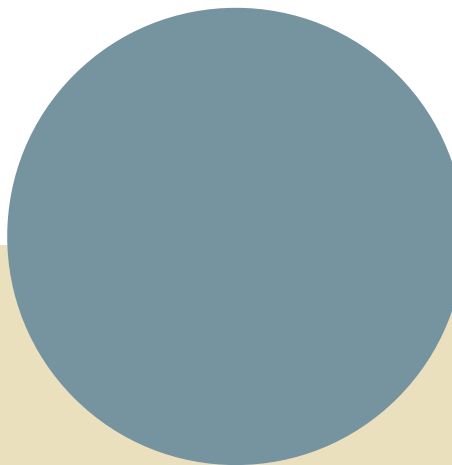
Procedure for  
hiring a new  
employee



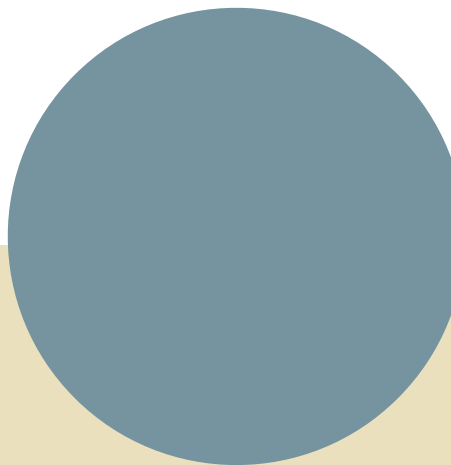
Adding to the  
database,  
storing and  
updating  
information  
about  
employees



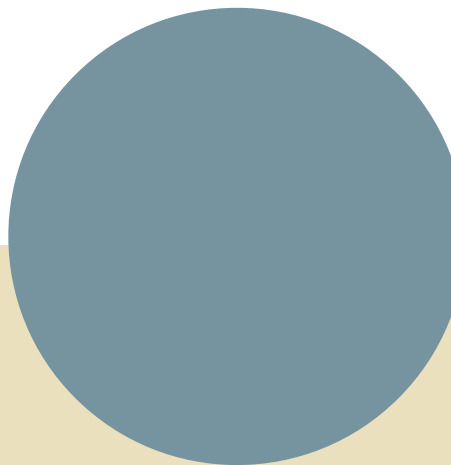
Conducting  
personnel  
appraisal



Placement of  
the employee  
in the staff  
structure and  
registration of  
service  
certificates

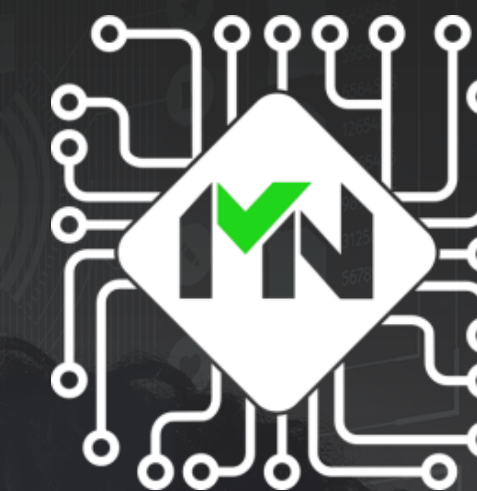


Accounting of  
holidays and  
business trips



Information  
reports about  
the operation  
of the  
subsystem





# CASPEL

## HR (Human Resources)

In Azerbaijan, the role of human resources has the purpose of determining future directions for the further development of human resources in the sphere of experience exchange and its role in companies, in order to identify negative and positive sides.





# ADVANTAGES OF ELECTRONIC OFFICE WORK

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Advanced search system of reports

The system automatically provides lists of documents associated with other documents.

The process of filtering (execution, executor, according to the date of execution, etc.).

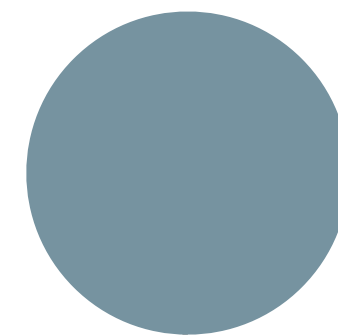
**The mechanism providing control over documents**



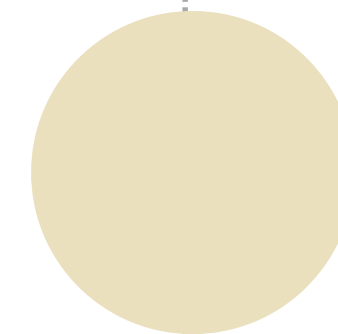


# ADVANTEGES OF ELECTRONIC OFFICE WORK

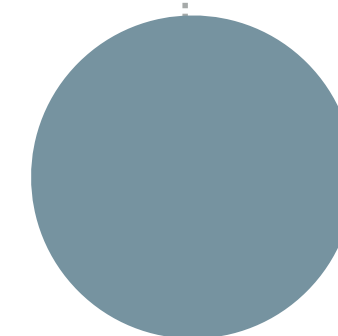
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All territorial addresses on the territory of the Republic of Azerbaijan and organizational and structural list of all state institutions are located in the system.



The system supports text and various types of multimedia files in the registration of documents.



There is a possibility to connect the passport control program "e-Office Work" with the "business register" organization (TIN). If the system is already connected, then it is possible to use it in document registration and the search system.

# ADVANTEGES OF ELECTRONIC OFFICE WORK



When documents are registered in accordance with different parameters, documents of the same subject are automatically provided by the system. <<

>> The list of registering persons is created in advance of the registration deadline. After the approval of the manager, the documents are sent to the appropriate persons.

For documents of the same type, it is possible to select group operations. <<

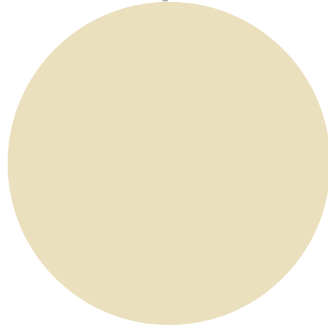
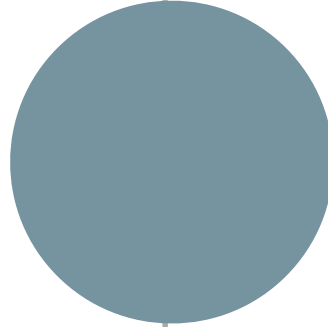
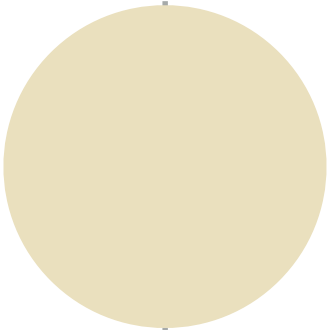
>> The "Service" system is oriented to the activities of the organization and can be integrated with other modules of the program.



# ADVANTEGES OF ELECTRONIC OFFICE WORK



The structure tree of the human rights organization is defined through the user management module. That is, the appointment to the post is managed by the system from the screen of the manager and the employee.



After carrying out certain operations, the document passes from one state to another. At this time, conditionally for each document, only certain operations can be conducted. That is, depending on the status of the document, the type of operations belonging only to it is determined.



The implementation of automatic forwarding of documents to the person replacing the official in the organization.



Support in the "Electronic Signature" system.

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