

## **What is eOffice ?**

eOffice describes software which is used to capture, manage, store, and control enterprise-wide contents. eOffice is used to assist in content control associated with business process, and can be used to assure compliance.

## **What is Enterprise Content?**

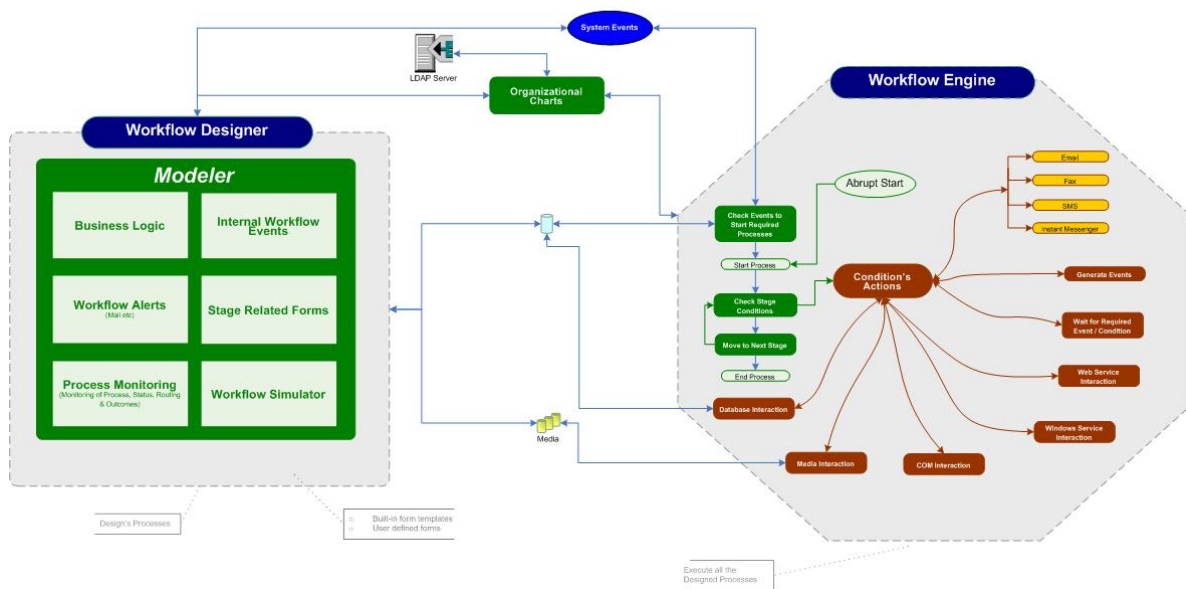
- ❖ Word, Excel, Powerpoint, Project Files
- ❖ Scanned Images and Paper Documents
- ❖ Emails
- ❖ Faxes
- ❖ Instant Messages
- ❖ SMS
- ❖ Multimedia Files (Audio, Video and Images)
- ❖ Electronic Forms
- ❖ CAD Drawing (AutoCAD, MicroStation)
- ❖ Financial Reports
- ❖ Software

and all the file formats which you can store on the hard drive.

## **Subsystems of eOffice**

- Document Imaging
- Document Management System (DMS)
- Business Process Management System (BPMS)
- Web Content Management System (WCMS)
- Record Management System (RMS)
- Digital Asset Management System
- Collaboration Management System

# Modular Diagram of eOffice Workflow



## Features

- Content Capturing
- (OCR, OMR, ICR, HCR)
- Content Authoring
- Workflow
- Collaboration
- Archiving
- Publishing
- Indexing
- Searching & Retrieval
- Versioning
- Versioning
- Aging & Retention
- Security
- Compression

- Reporting
- Backup Management

## **Modules of eOffice Workflow Management**

- **Workflow Modeler**
  - Process Designer
  - Organizational Charts
- **Workflow Engine (Window Services)**
- **Workflow Admin**
  - Media Management
  - Users & Groups Management
  - Organizational Calendars
  - Reports
- **Web Services (Database and media bridge)**

## **Workflow Modeler**

- Designing of Business Processes
  - Workflow and Stage Level Permission Management
  - Workflow and Stage Level Variables
  - Workflow and Stage Level Formal Parameters
  - Activity Management
  - Stage and Activity Document attachments
  - Defining Routing Relations
    - Between Stage and Stage
    - Between Stage and Sub Process
- Script Management
  - Script Generation

- Script Modification

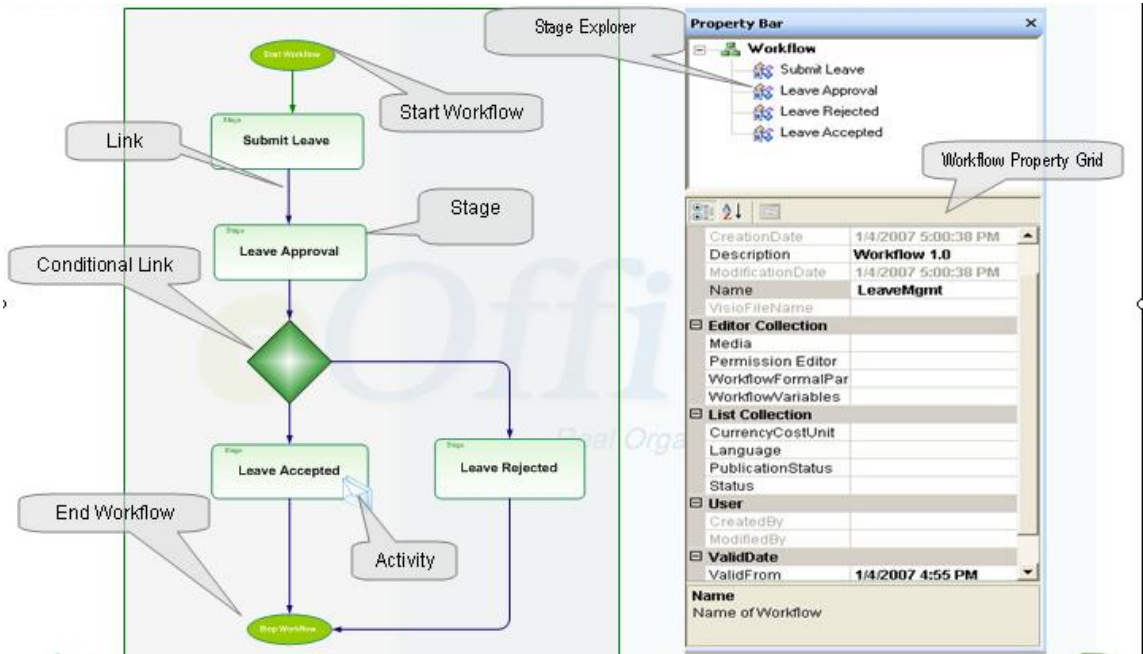
## **Workflow Engine (Window Service)**

- Workflow Initiator
- Workflow Router
- Event Manager
  - Time Events
  - File Drop Events
  - Mail / Fax / SMS Receiving
- Activity Performer
  - Mail
  - Fax
  - SMS
  - Text File Writer
  - DB Updating
  - Document Printing

## **Workflow Admin**

- User & Group Management
- Media Management
- Departments Management
- Designations Management
- Shifts Management
- Organizational Calendar
- Language Management
- Themes Management
- Workflow Process Management
- Reports

# Workflow Modeler



## Workflow Admin (Login)

eOffice Workflow  
Archiving Power

**Administrator Login**

Login

Password

Database

## Workflow Admin (User List)

eOffice Workflow  
Archiving Power

Home | [Users & Groups](#) | [Workflow](#) | [Reports](#) | [Settings](#) | [Log Off](#) |

**View Users**

User Name	Login	Group(s)	E-Mail	Department	Designation	Creation Date	
a Arif	1		d@hotmail.com	Quality Assurance	Project Manager	11/18/2006 3:06:08 PM	Edit
Aamir Khan	Aamir		Aamir@hotmail.com	Software	Software Engineer	10/12/2006 2:03:59 PM	Edit
Abdul Ahad	Ahad	Administrators	Ahad@hotmail.com	Software	Software Engineer	2/2/2006 12:00:00 AM	Edit
Ali Jamro	ali	Administrators	alijamro@hotmail.com	Software	Software Engineer	2/2/2006 12:00:00 AM	Edit
Ali shah	alishah		alishah@buraq.com	Quality Assurance	Project Manager	12/14/2006 5:33:24 PM	Edit
Amna Omer	Amna	Administrators	Amna@hotmail.com	Software	Software Engineer	2/2/2006 12:00:00 AM	Edit
Arshid Hussein	Arshid		Arshid@hotmail.com	Software	Software Engineer	7/19/2006 2:51:10 AM	Edit
Aslam Khan	Khan		Khan@hotmail.com	Software	Software Engineer	10/12/2006 9:21:55 AM	Edit

## Workflow Admin (Media Task)

**eOffice Workflow**  
Archiving Power

Home | Users & Groups | Workflow | Reports | Settings | Log Off |

**Media Settings**

Media Name	Shared Folder	Server Name	Threshold	Status	
ali	eDoXMedia	backup-server	100	Media is Ready	<a href="#">Edit</a>
OwaisNewMedia	owais22	owais	30	Media is Offline	<a href="#">Edit</a>
M1	SharedDoc	owais	5	Media is Offline	<a href="#">Edit</a>
Salman	Salman	Salman	50	Media is Ready	<a href="#">Edit</a>

**Add Media**

Media Name

Shared Folder

Server Name

Threshold  %

[Add Media](#)

## Workflow (Organizational Calendar)

**eOffice Workflow**  
Archiving Power

Home | Users & Groups | Workflow | Reports | Settings | Log Off |

**Organizational Calendar**

Yearly Leaves Deleted.

December		January 2007					February
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19 <small>Friday, January 12, 2007</small>	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	

**Selected Dates**    **Settings**

**Selected Dates :**

Tuesday, January 02, 2007  
 Wednesday, January 10, 2007  
 Thursday, January 25, 2007

**Details :**

January

# Organizational Charts

