



Digital Document Circulation



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Topic: Document, Message, Link, SMS & E-Mail Sharing.

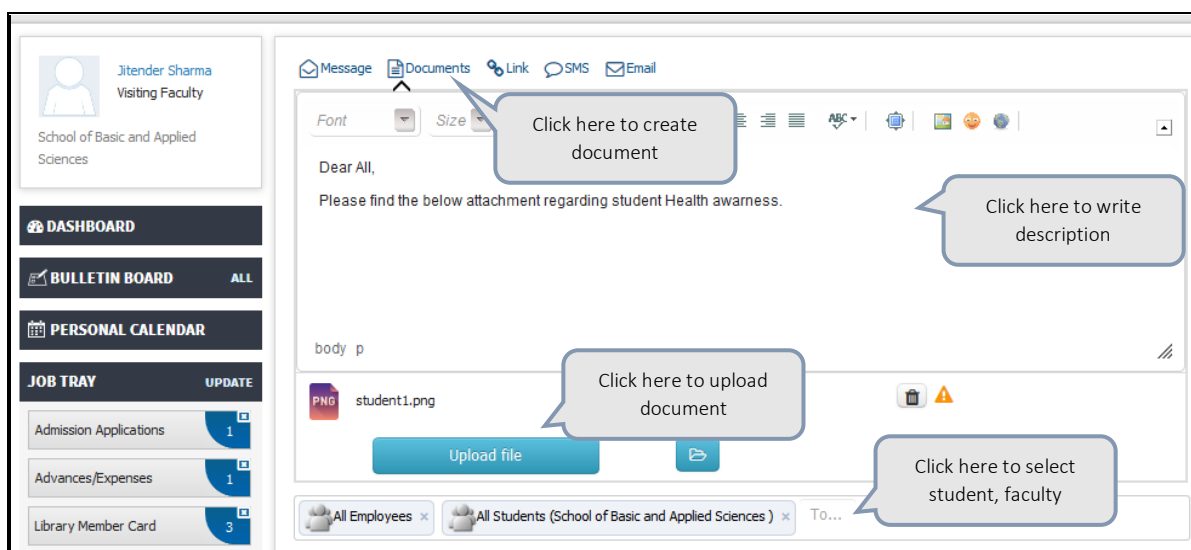
Prerequisite: Head Admin Role to user

Roles: Head Admin

Path: Bulletin Board

Functionality:

1. Able to send document, message, link, SMS & E-Mail to student, faculty.





Topic: In-ward and Out-ward policy configuration.

Prerequisite: Head Admin Role to user

Roles: Head Admin

Path: Post >> Policy configuration

Functionality:

1. Able to configure In-ward & Out-ward configuration
2. Able to set authorities.

The screenshot displays the 'Policy Details' configuration page. At the top, the 'Policy' is set to 'School of Basic and Applied Sciences P' and the 'Inward / Outward Counter Start' is set to 'January'. Below this are 'Submit' and 'Back' buttons. A navigation bar contains several tabs: 'Policy Association', 'Leave Policy', 'Memorandum', 'Transfer Policy', 'Retirement Policy', 'Resignation Policy', 'Termination Policy', 'Student No Dues', 'PSI Policy', 'Inward/Outward Configuration' (which is active), 'Visiting Faculty Tax Slab', 'TC Fees Configuration', and 'HOD Configuration'. Under the 'Institutes' section, 'School of Basic and Applied Sciences' is selected. The main configuration table has columns for 'Prefix', 'Date Format', 'Starts With', and 'Authorities'. It contains two rows: 'Inward' with prefix 'IN', date format 'dd/MM/YYYY (02/08/2019)', and 'Starts With' value '1'; and 'Outward' with prefix 'OUT', date format 'dd/MM/YYYY (02/08/2019)', and 'Starts With' value '1'. The 'Authorities' column for both rows lists 'Jitender Paul Sharma' with a 'Select employees' button. A 'Save' button is at the bottom, and callout boxes provide instructions: 'Click here to save' points to the 'Save' button, and 'Click here to select Authority' points to the 'Select employees' buttons.

	Prefix	Date Format	Starts With	Authorities
Inward:	IN	dd/MM/YYYY (02/08/2019)	1	Jitender Paul Sharma Select employees
Outward:	OUT	dd/MM/YYYY (02/08/2019)	1	Jitender Paul Sharma Select employees



Topic: Employee Internal Communication.

Prerequisite: Head Admin Role to user

Roles: Head Admin

Path: Employee >> Internal Communication

Functionality:

1. Able to configure In-ward & Out-ward document in system
2. Able to send document for approval for authority.
3. Able to view document approval status.

The screenshot shows the 'EMPLOYEE » INTERNAL COMMUNICATION' interface. At the top right, the date and time are 'MAR 13, 2020 3:41:39 PM'. Below the header, there is a 'Policy Name' dropdown menu set to 'School of Basic and Applied Sciences...'. A left-hand navigation menu includes options like 'INBOX', 'OUTWARDS/SENT', 'DRAFT', 'INWARD/OUTWARD' (which is selected), 'SEND FOR APPROVALS', 'PENDING INWARDS', 'ACCEPTED INWARDS', 'REJECTED INWARDS', and 'DEPARTMENTAL COMM..'. The main content area is titled 'INWARD/OUTWARD' and features a search bar, a 'Filter' button, a 'Refresh' button, and a 'Compose' button. Below these is a table with columns: 'Inward No', 'Outward No', 'Date', 'From', 'Reference', 'Subject', 'Draft', 'Delete', and 'Action'. The table currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are also 'Previous' and 'Next' navigation buttons at the bottom right of the table area.



Inward | **Outward**
⚙️ ×

Institute: School of Basic and Applied Sciences

Outward No./Date: PSPL-02/3/03/2020

Received From: PSPL PVT. Ltd.

Remark: about information Fill the information

Reference: ERP

Subject: ERP

Date: Mar 13,2020

Received By: Couriers Post Hand Over By Person

Click here to save

B I U |
 ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ |
 ABC |
 🌐 📎 🗑️ 🔄

Save
Save as Draft
Upload File
Click here to upload attachment
Reset
Close

10 records per page
Search:

Inward No	Outward No	Date	From	Reference	Subject	Draft	Delete	Action
001	PSPL-02/3/03/2020	Mar 13,2020	PSPL PVT. Ltd.	ERP	ERP			Click here to send for approval Send For Approval

Showing 1 to 1 of 1 entries
← Previous | 1 | Next →



Select Authorities For Approval

1	<input checked="" type="radio"/> Dr. Parmeshwar Bhaskarrao Yadav
---	--

Select expected date of response.

Mar 13,2020 Select date

Click here to send

Send Close

DASHBOARD

JOB TRAY

Internal Communication

I have Added Document,Please Check

Mrs. Shivani Sawant

05:43 AM Mar 14, 2020

check X

Click here to check document



INTERNAL COMMUNICATION MAR 14, 2020 5:47:13 AM

Policy Name: ISBS

PENDING INWARD REQUESTS Filter | Refresh

Search..

[Back](#)

Inward No : IN13/03/2020/001 **Date :** Mar 13,2020

Received From: PSPL PVT. Ltd.

Reference: ERP

Subject: ERP

Received By: Post

Enter Remark

Noted

[Accept](#) [Reject](#)

Click here to Accept

Click here to Reject

Forwarding Document-

INTERNAL COMMUNICATION MAR 14, 2020 5:47:44 AM

Policy Name: ISBS

PENDING INWARD REQUESTS Filter | Refresh

Search..

[Back](#)

Inward No : IN13/03/2020/001 **Date :** Mar 13,2020

Received From: PSPL PVT. Ltd.

Reference: ERP

Subject: ERP

Received By: Post

-
undefined
-

Do you want Forward this Document?

[OK](#) [Cancel](#)

[Accept](#) [Reject](#)

Click here to Forward Document



Outward
⚙️ ✖️

Institute: Indira School of Business Studies

To: Yogesh Daudkhane To

From: PSPL Pvt Ltd. CC

Subject: ERP Ref.

Date: Mar 13,2020

Expected Reply Date: Mar 13,2020

Font
Size
B *I* U
☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷
ABC
🔊
🖼️ 😄 🌐

----- Forwarded message -----

Send
Save as Draft
Upload File
Reset **Close**

★ REQUISITIONS » INTERNAL COMMUNICATION
MAR 14, 2020 5:54:38 AM

Policy Name
ISBS

INBOX
INBOX - INTERNAL COMMUNICATION
Filter | Refresh

OUTWARDS/SENT

Click on record to view document for **Approval Or Rejection** **Unread** Inward Documents.

Show 10 entries Search:

Inward No.	Date of Creation	Outward Date	Subject	Reference	From	View
IN14/03/2020/003	Sat, Mar 14, 2020 05:51 AM	IN14/03 /2020/003	ERP	ERP	PSPL Pvt Ltd.	🔍 📄

Showing 1 to 1 of 1



[Back](#) [Forward](#) [Reply](#) [Print](#)

Inward No : IN14/03/2020/006 **Date :** Mar 14,2020
To : Dr. Yogesh Shrikant Daudkhane
Other Rec :
CC Other Rec :
From : PQR Pvt Ltd.
Reference : erp
Subject : erp

----- Forwarded message -----
information
Yours Faithfully,
Notes by Authentication Authority : noted the above document

Original content was lastly edited by **Dr. Yogesh Shrikant Daudkhane** at Mar 14, 2020 11:23 PM
[Click Here](#) to see all edited versions

Dr. Yogesh Shrikant Daudkhane have Approved communication

[Preview](#)