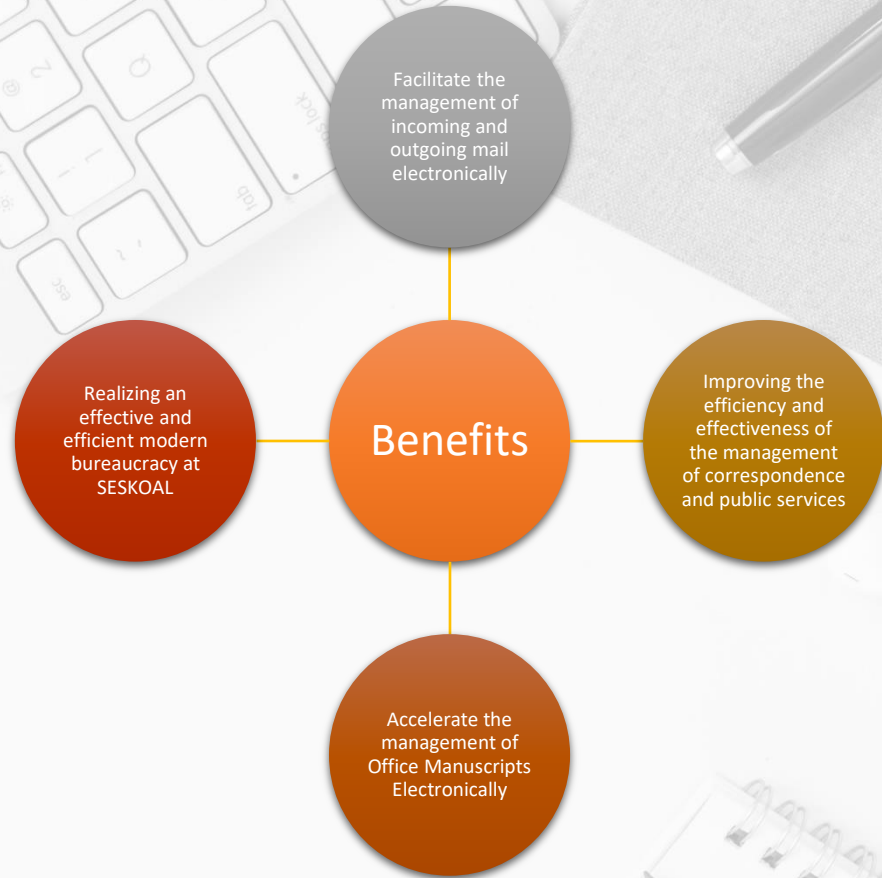




# E-OFFICE



- Intended to facilitate the management of correspondence documents and online office activities.



# E-Office Application

- The flow process of managerial script in the work environment,
- It can create a less paperwork environment.
- Accessible both from workstations and from smartphones and tablets.



The screenshot shows a client management dashboard with a table of clients. The table is grouped by 'Stage' and sorted by 'Name'. The columns are Name, Stage, Sector, Status, and CMRR. The data is as follows:

Name	Stage	Sector	Status	CMRR
<b>Stage: 1. Prospect</b>				
Haas & Associates - Accounting Firm	1. Prospect	1. Professional Services	Excellent	6800
Sarasa Distribution Group	1. Prospect	6. Commerce	Good	
The Export Chamber	1. Prospect	3. Business Associations and Chambers	Good	
Total: 3				
<b>Stage: 2. Active Client</b>				
27 Bar	2. Active Client	6. Commerce	Excellent	3200
Books & Co.	2. Active Client	4. Schools, universities and school distri	Excellent	4500
Cablax Cable Company	2. Active Client	5. Manufacturing	Good	16000
The Escalator Depot	2. Active Client	6. Commerce	Excellent	4000
Total: 4				
<b>Stage: 3. Overdue Client</b>				
UNSWES Medical Center	3. Overdue Client	7. Other	Regular	
Total: 1				
Total (10 clients)				
Showing 4 groups of 4				

# E-Office Application Features



Mail Management

Correspondence

Disposition

Mail Expedition

Internal Mail

Circular letter

Memo

Draft & Templating

Workflow Manager





## **Innov Digi**

65 Chulia Street, Level 46, Suite 3918  
OCBC Centre, Singapore 049513  
[marketing@innovdigi.com](mailto:marketing@innovdigi.com)  
+65 6670 6698