



eOffice
MANAGEMENT
System

INTRODUCTION

C-Net has evolved as a leading Software Service Provider Company proving its capability across PAN India. C-Net is establishing a world class integrated IT Campus with state-of-the-art facilities in 5 acre area at IT Park, Bhopal which is strategically located in vicinity of Bhopal International Airport. This integrated campus includes 1000 seated Software Development Centre, Incubation center, KPO and Integrated common facilitation & resource development center.

About Us

C-Net's E-Office is a rich product developed in Microsoft Technologies to maintain the file movement electronically in any organization/ department. The aim of this system is to assist the users to track the movement of files so that the file location, Status and log history can be found easily and smoothly. This electronic product minimizes the time consumption during the tracking of files because of its great behavior and user- friendly functionalities.

- ❖ System have provision for keeping track of file movement between various branches.
- ❖ System have provision to define different category of files inside the system.
- ❖ System have provision to track the file location including Rack No., Room No. etc.
- ❖ System have provision for creating a unique ID for each file, this ID will be labeled on top of the file.
- ❖ System have provision for checking important files for their timely processing.
- ❖ System have Capability to display the File Movement History.
- ❖ Provision available for facilitating Inter departmental file/Note sheet preparation
- ❖ Capability for File forwarding /movement between the departmental sections.
- ❖ Provision available for creating Log of file movement
- ❖ Provision available for enabling searching of file movement.
- ❖ Provision available for managing outward register
- ❖ facility available for circulation of inward to section/table.
- ❖ provision available for creating Log of inward and outward.
- ❖ Provision available for Searching of correspondence.
- ❖ facility available for Note Sheet management and tracking.

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