ADMINISTRATIVE COMMUNICATIONS

The program includes the following:

- The possibility of dealing with an infinite number of users.
- The Ability to insert and save old documents by the customer or by the company
- The ability to search old document after inserting and saving it by (transaction number -history - subject - payments- or by any field determined by the client).
- The Ability of proactively keeping and following-up transactions through following transactions from the moment it's received and between different departments until it's ended and saving them electronically.
- Data is kept each month separately from the previous months so you can refer to any particular month.
- The possibility of inserting next year transactions without the commitment of previous year lock.
- All reports are designed in the way that suits you and serve your needs.
- The possibility of retaining data for previous financial years so that each year is kept separately or keep them altogether as desired.
- Giving and canceling Permissions to users as you like but in accordance with the Levels of security given by the program for the benefit of achieving Control and protection of all inputs.

    For example,
        Follow-up incoming and outgoing transactions program:

First: basic data

    1 – Organization Data.
    2 – Codes.

Second: Transaction Files

        1 – Outgoing Data
    And here inserting of such data (serial – Outgoing number – Outgoing Date - Payments- name of the recipient – Incoming number).
    2 – Incoming Data
    And here inserting of such data (Serial– Incoming number – Incoming Date - Payments- name of the recipient – Outgoing number).

الرياض ، ٤٦٦٤٦٣٤ - ٤٦٦٠٠٧٩ - ٤٦٦٠١٤٨ - ٢٩٣٠١٤٨ (١) ٩٦٦ + فاكس ، ٤٦٢٥٠٧٨ - جوال ، ٠٥٠٩٩٦٤٣٨٧ - ٠٥٠٤٤٧٦٩٧٣
المنطقـــــــــة الشمالـيـــــــــة ،عـــــــرعـــــــر - هــــاتـف، ٤٦٦٣٠٢٠٧ - جـــــــوال، ٠٥٩٦٤٦٨٠١١
القاهـــــــرة ، هــــــــاتف ، ٢٠٢٦٣٦٨٥١٤ - فــــــــاكس ، ٢٠٢٦٣٩٧٢٦١ - محمـــــــول ، ٠١٠١٥٠٤٩١٧

1Page

Third: Reports

1. Transaction Report issued
   It can print or review the report issued by the (No. Outgoing – Outgoing Directors or section of it - the quality of) or during any period.
2. Report of transactions contained
   It can print or review the report contained by (contained – contained Directors or the section of it - the quality of incoming) or during any period.
3. The ability to print and review the transaction report issued in terms of the number contained.
4. The ability to print and review the report of the transactions contained in terms of the number issued.
5. The possibility of electronic archiving of transactions and documents with the ability to print.

الرياض ، ٤٦٤٦٦٣٤ - ٤٦٦٠٠٧٩ - ٤٦٦٠١٤٨ - ٢٩٣٠١٤٨ (١) ٩٦٦ + هـــاتف ، فـاكس ، ٤٦٢٥٠٧٨ - جـوال ، ٩٩٦٤٣٨٧٠٥٠ - ٤٤٢٧٦٩٧٣٠٥٠
المنطقـــــــة الشمالية ، عــــــــرعــــر - هـــــاتف ، ٤٦٦٣٠٢٠٧ - جــــــــوال ، ٥٩٦٤٦٨٠١١٠
القاهــــــــرة ، هــــــاتف ، ٢٠٢٦٣٦٨٥٠١٤ - فـــــاكس ، ٢٠٢٦٣٩٧٢٦١ - محمــــــول ، ١٠١٥٠٤٩١٧٠

2Page