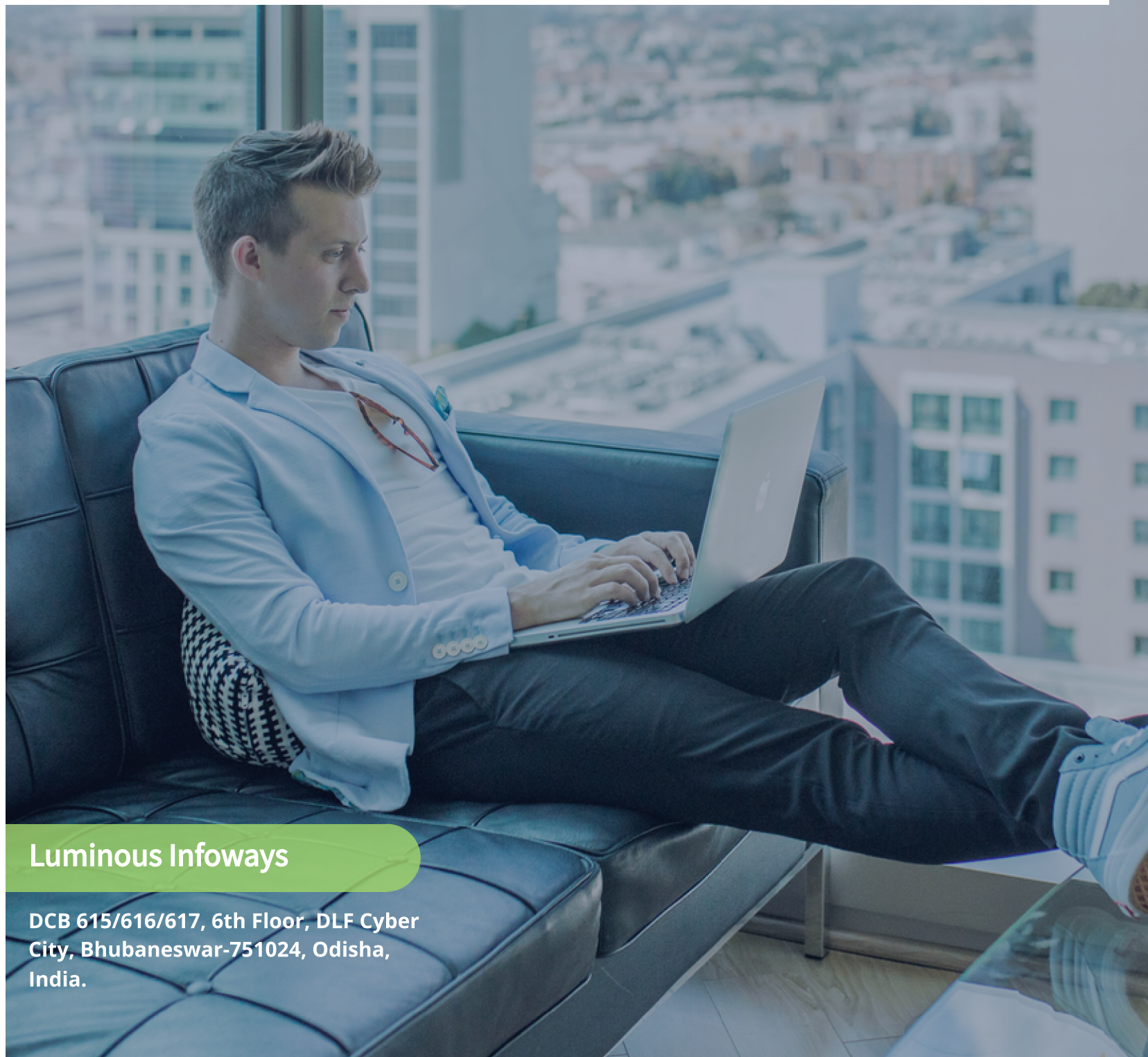


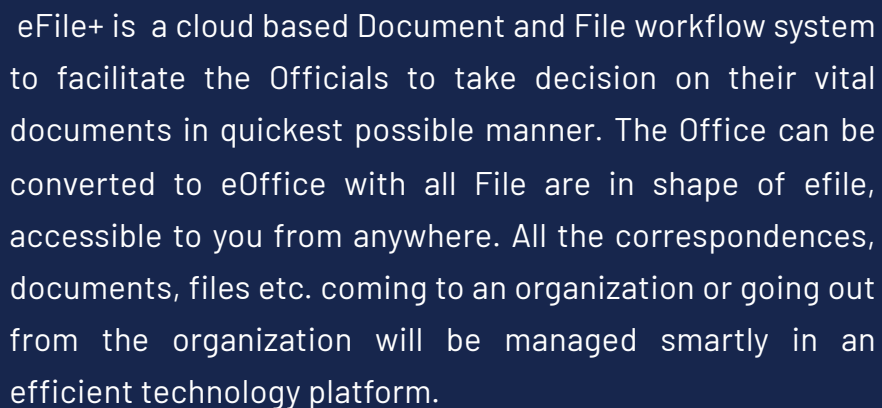


DOC. & FILE WORKFLOW
AUTOMATION SYSTEM



Luminous Infoways

DCB 615/616/617, 6th Floor, DLF Cyber
City, Bhubaneswar-751024, Odisha,
India.



Moreover It is having in-built MIS system to track the efficiency by Department , Wing or key personnel. Admin can also define business rules , Creation of e-form , Tasks etc are some of the advance features incorporated to make it stand apart from traditional File management system.



Mix of traditional File workflow, with a modern day technology touch

eFile+ is designed keeping the utility of the modern day users and is further open to any integration!

**Dairy &
Dispatch
mgmt**



**File
workflow
automation**



**Document
mgmt &
Archival
system**



**Letter
workflow
Mgmt**



**File & Letter
Tracking**

Key Achievements

The application has been successfully running over multiple customer location in India & Africa.

DEALT WITH 5716 number of files
15331 number of letters
2230 number of users



ODISHA STATE FOREST HEADQUARTERS

PCCF & HoFF Odisha, Bhubaneswar

Forest, Environment and Climate Change Department, Government of Odisha



Odisha State Forest Headquarters



**Dept of Parliamentary Services,
Govt of Kenya.**

KEY FEATURES

01

Additional Notes in
the Letters

02

PUC & Dispatch
Management

03

Tagging in Letter &
File

04

Quick Search of Files
& Letters

05

Part File

06

Management of
Letters Folio number
and File volume no.

1

Activity sub activity

Entire Organization activity & sub activity can be mapped by
Division and relevant MIS report can be generated

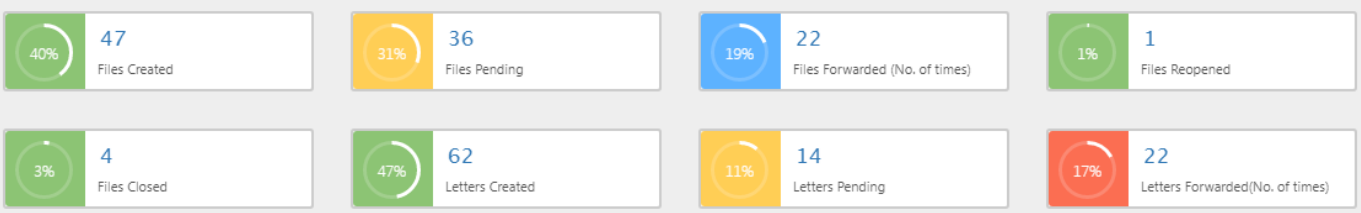
2

Task Management

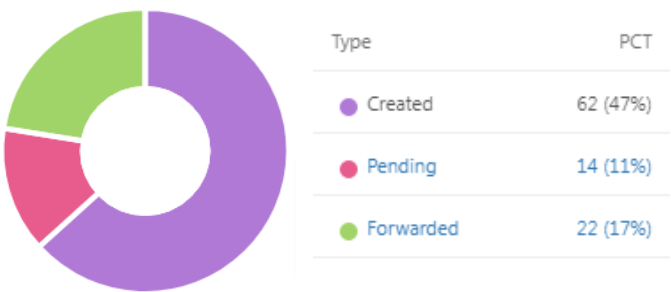
Entire Task can be mapped and tracked through the File tracker
under Workflow management system .

>> In the Following Sections we have highlighted the status of the Files,Letters in both Analytically and Graphically according to the date wise which represents the amount of created files ,pending files & completed files etc.

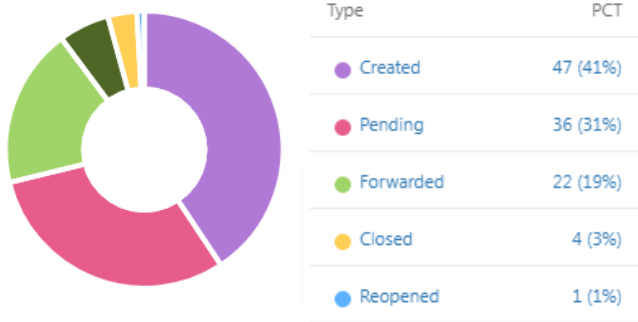
Analytics for March to June 2022



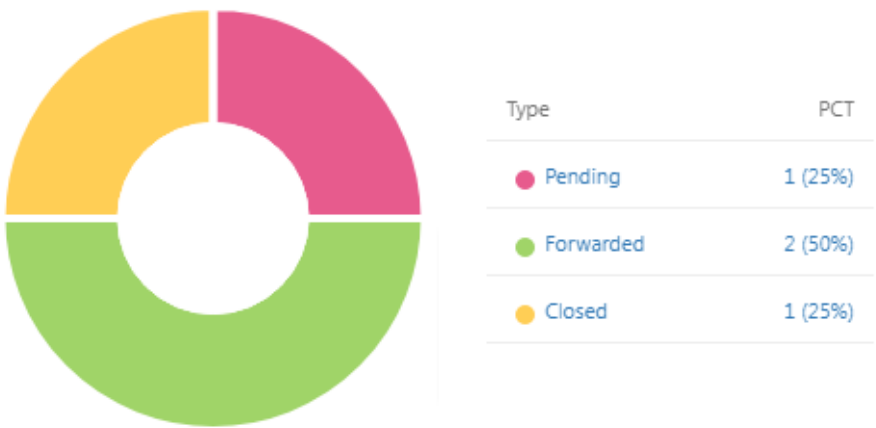
Status of Letter till Date

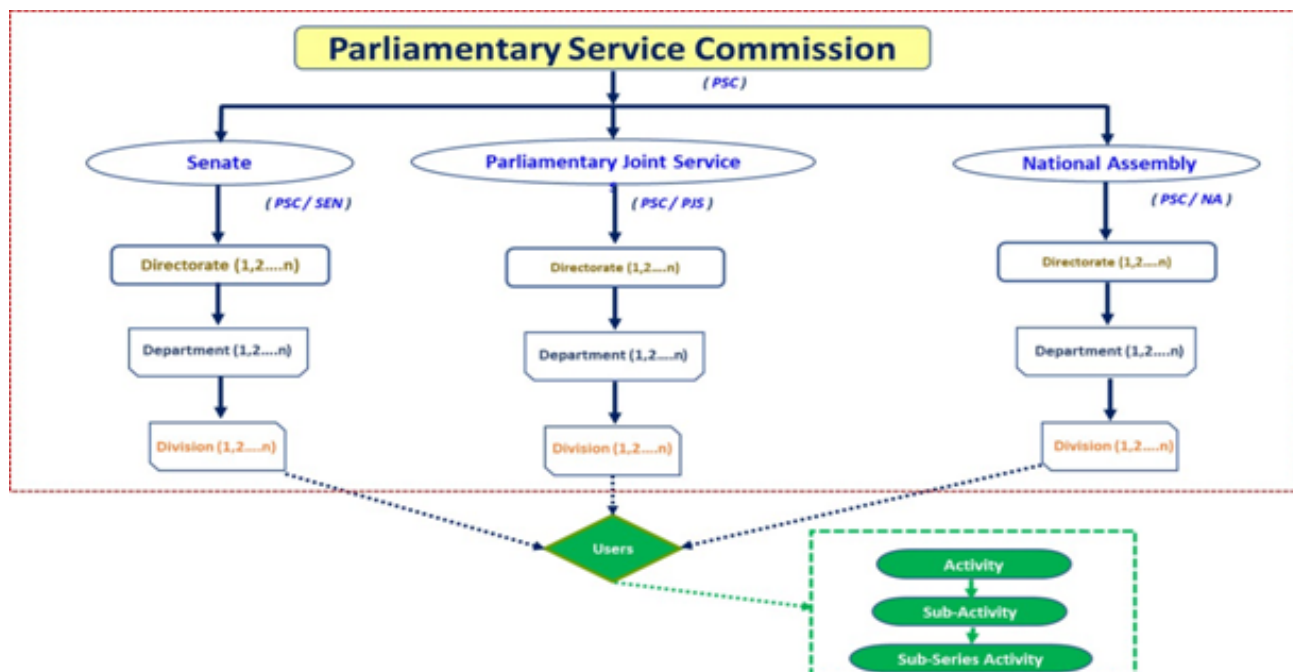
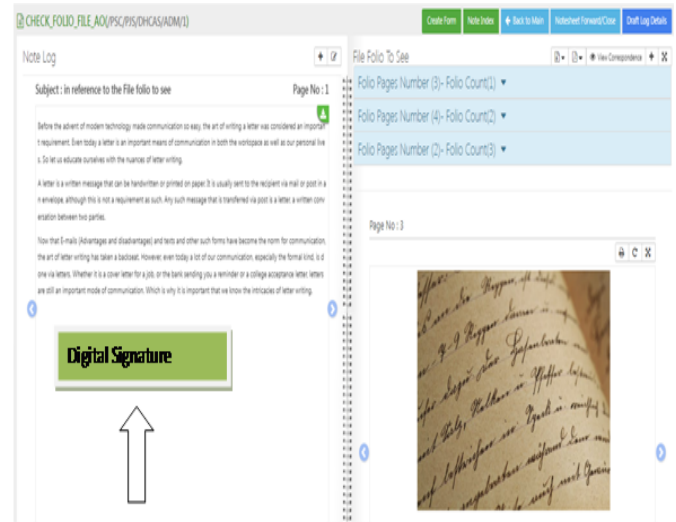
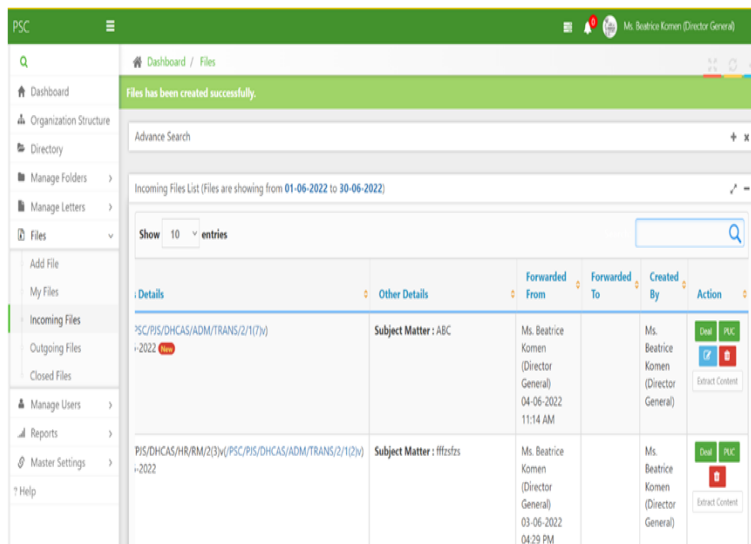
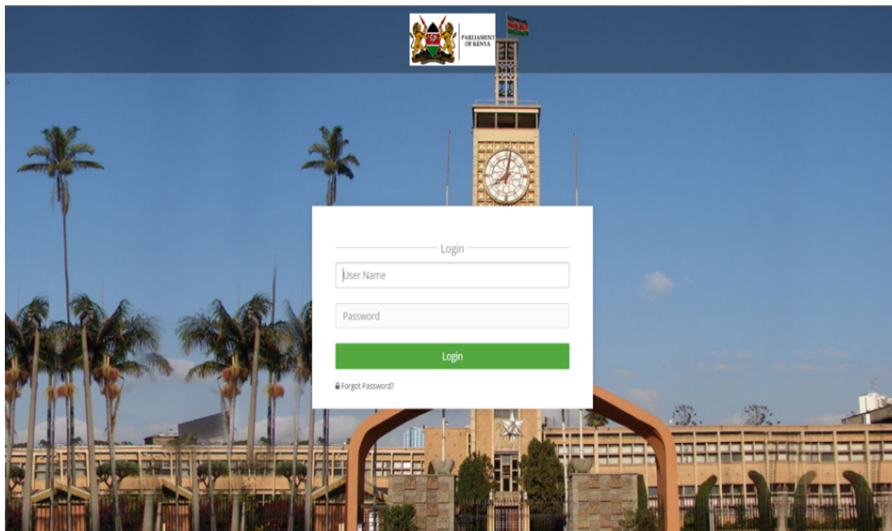


Status of Files till Date



Status of Files Today





Workflow & Key Reports

Starting from receipt of letter or creation of document, the entire workflow configuration, approval of note sheet , tracking of files , Forwarding of letters & files , Dispatch of letters is well handled in the system.



Key Reports:

- File Movement-Tracker Report.
- User File-creation Report.
- User letter initiation Report.
- Approval and Pending document Report.
- User Updation Report (Date & Time).
- User report regarding (Closed and Reopened).
- Wing/Section wise, user wise report.

Key Features:

- Tagging of Correspondence & Notesheet
- Renaming Correspondence Page
- Quick Search (Correspondence & Note sheet)
- Download as PDF and Zip for Correspondence & Notesheet
- Task management
- Form creation

Our USPs



Extremely User
friendly



Successful in Indian &
African market



AWS Compatible