GSP Genérico
Processes Tracking anda Management

Electronic Documents Management and Workflow

Free up the HR Organization's for Higher Value Tasks!

The information control and management assures the quality of an organization products and services. ano has developed an intelligent solution to manage and control processes, deadlines, documents and actions. The GSP - Process Tracking and Management improves the information flow, in an organization, automating the tasks and electronic workflow.

This solution is composed by three subsystems:

· Workflow definition;

· Processes management and tracking;

· Deadlines control.

With the GSP the human resources of an organization are free to perform other different tasks.

Flexibility

Application calculated according to the needs of each organization. The addition of new applications is easily made.

Reliability, strength and scalability

Given by the most up-to-date technologies of development ORACLE. Growing according to the rhythm of the organization.

Safety

Each user can only see or do what he is authorized to.

Multiplatform

It works in the market best systems such as, UNIX, Windows NT, 2000, XP, 2003 and Vista.

Information Import/Export

It can communicate with other systems in both directions.

FEATURES AND BENEFITS

PROCESSES WORKFLOW DEFINITION

It models and improves the information flows, which are part of the processes. It characterizes the various processes types; it identifies documents, actions and intervenients and it gives maximum and minimum deadlines to carry out processes and phases.

DIFFERENT TYPES OF PROCESS REGISTER

It identifies the data related to the process. For the entity who requests it is defined the name or social/official designation, address, telephone number, etc. For the object of the process, all the details according to the type of process are defined. Data about the process opening, like date, time and user are also registered.

DELIVERED AND ATTACHED ELEMENTS MANAGEMENT AND CONTROL

AII the necessary elements are controlled in each phase, and notices or documents, requiring the missing elements, can be issued. The elements attached to the process can be internai or externa! and in different formats such as: Word, Excel, digitized documents, etc. This way, it is possible to rebuilt the whole process at any time.

ELECTRONIC TRACKING AND CONTROL OF INTERVENTIONS

The processes flow electronically, that is to say, the GSP knows the processes, identifies their situation and leads them automatically to the user who follows the right procedure. The processes, which need to be worked on, are received in an environment that has the necessary tools for that. AII the interventions are registered in the system with the date, time, user's name and also the information that was changed. This way it is clear and unmistakable to hold someone responsible for any action.

AUTOMATIC DOCUMENTS GENERATION IN DIFFERENT SIZES

The documents are automatically formatted through templates that are pré-defined in any word processor (Microsoft Word). To send them it's only necessary to indicate the addresses and pull the icon. The documents are automatically formatted, addressed and printed or sent to the GSE - Administrative Tracking and Management. This way the documents preparation is simple, fast and efficient.

DEADUNES CONTROL

AII the management and deadlines control is based on a customized calendar. Thus, it is possible to pré-define deadlines. The user, who gives a deadline to an action or set of actions is notified i n order to say whether he wa nts the deadline to be counted in calendar or working days; if he wants to be warned about its end and, if yes, how many days' notice. Besides issuing warnings and alerts to the users, it can also customize automatic actions, such as, a letter/official letter issue to the requested entity.

CONTROL OF PROCESSES INSPECTION

An inspector entity is electronically notified whenever its intervention is necessary. The notification is sent along with the "service notes". This control is effective, allowing to know when and how they carne up in the process.

PROCESS STAGES MANAGEMENT

A process can go through different stages: to be active, suspended or filed. With the GSP it is possible to change, to proceed with, to activate or to inquiry the information.

RELATED PROCESSES

The processes can be interrelated, whether being of the sarne or of different types. This feature allows the setting up of temporal and hierarchical relations according to the process entity, nature or subject. That is to say, to know all the processes existing in entity "x", when they were created, whether they are activated or filed, which documents were sent and received, etc.

LICENCES AND TAX REVENUE FORMS ISSUE

One can register, format, refer to and print any kind of license, income bill/tax revenue or any similar document, in a process context. One can also control licenses validity deadline and manage deadline extensions.

DIGITAZING TOOLS INTEGRATION

One can also integrate the MDD - Digitized Documents Module, so that it allows the enclosure of digitized documents to any process or document. This way, the information is complete, correct and it comes out at the right moment, that is to say, quality information.

RESEARCH AND INQUIRY THROUGH SEVERAL PROCEDURES

The whole process information is available when inquiring it: where it is and its situation (state), who registered and changed it, when and what was registered, which elements were attached, where it went through, which documents were created or enclosed, which process were related with, etc. This function also allows the display of ali digitized or formatted documents which integrate the process.

AII sort of research, through a name and/or a surname, date, number or text referred in any document belonging to the process, can be dane.

INFORMATION OF STATISTIC AND MANAGEMENT

The information statistic treatment is made according to different procedures, such as processes statistics by type ar state, average time for documents ar actions handling, percentage of processes concluded in time intervals, users or departments productivity, etc. The customized reports are generated in lists or graphics format.