SiNAM
IT's our business

SINAM Electronic Docflow &Archiving Solution

SESDA

- To work centralized with several organizations
- To create a multi-level organizational structures with varying complexity
- To hold a discussion ("chat" function) between participants during correspondence
- Voice messages record in the system and voice record within the "chat" function
- It has an opportunity to change the location of objects in the virtual office using the drag & drop technique
- Allocation of a content in any format (including media files)
- Feasable to receive applications in e-format
- Performing group operations
- Returning tasks
- Cancellation of possible operations within the process
- Creating a document within the system (adding templates)
- Monitoring results in the process of preparing documents
- Ability to respond with one document per group of requests
- Transparent document's life cycle
- Contextual search - the relevant document can be found by any word in the document
- Verify the authenticity of the signature using a QR code

Background

Documents are one of the fundamental building blocks of civilization. For millennia, they have allowed societies to share ideas and information at different distances over time. They have also provided the records needed to adopt the laws and policies.

Thus, controlling, managing, tracking and securing documents has become more challenging in an era when they can be copied and distributed across global networks in a matter of seconds. Tracking documents, checking their relevance and authenticity, assuring an unauthorized access by the third parties, as well as speeding up their creation, modification, approval and distribution is a significant problem for almost all of us.

Going Paperless

A paperless office looks like this: it is a workplace in which you have limited or even eliminated the use of paper. This means your documents will be digital and this can bring many benefits to your workflow. It can save money and time for your business, increase productivity, save workspace, facilitate documention process and information sharing, improve the security of information storage, and help to create an environment- friendly office.

Being professionals in creating the systems which are necessary for developing e-government, we offer a centralized electronic document management system SESDA, designed to work on documents and implement responses to requests, as within framework of one enterprise and correspondence with other enterprises in the system.

As developers of the most demandful software, we often advise businesses and government agencies to move towards a paperless office. They understand the benefits of this novelty but do not always know - how to get there. Therefore, the question we are often asked is how do we get started and how do we develop a business plan? This is the purpose of this document. This will give you a clear outline of the issues and areas that you need to address when moving to the paperless workflow.

SESDA is the Right choice

SESDA (SINAM Electronic Document Management and Archive) is an electronic document management system aimed at ensuring centralized work within an organization and between organizations. The proposed document management system is based on modern technologies.

SESDA provides development, management and tracking of all correspondence using any type of content. The system allows you to receive data in electronic form from any source and process the data within the company.

The administration, configuration and integration operations with other corporate systems are simple and fast. The system consists of a number of programs that allows you to collect any combination from the document workflow scheme.

System solutions and operational capabilities ensure the operation of a single system in companies with organizational structures of varying complexity. The work of departments and branches in the system of a single territorial and distribution network is also supported.

organizations and a large number of users with the ability to connect simultaneously

Flexible system with Rich functionality

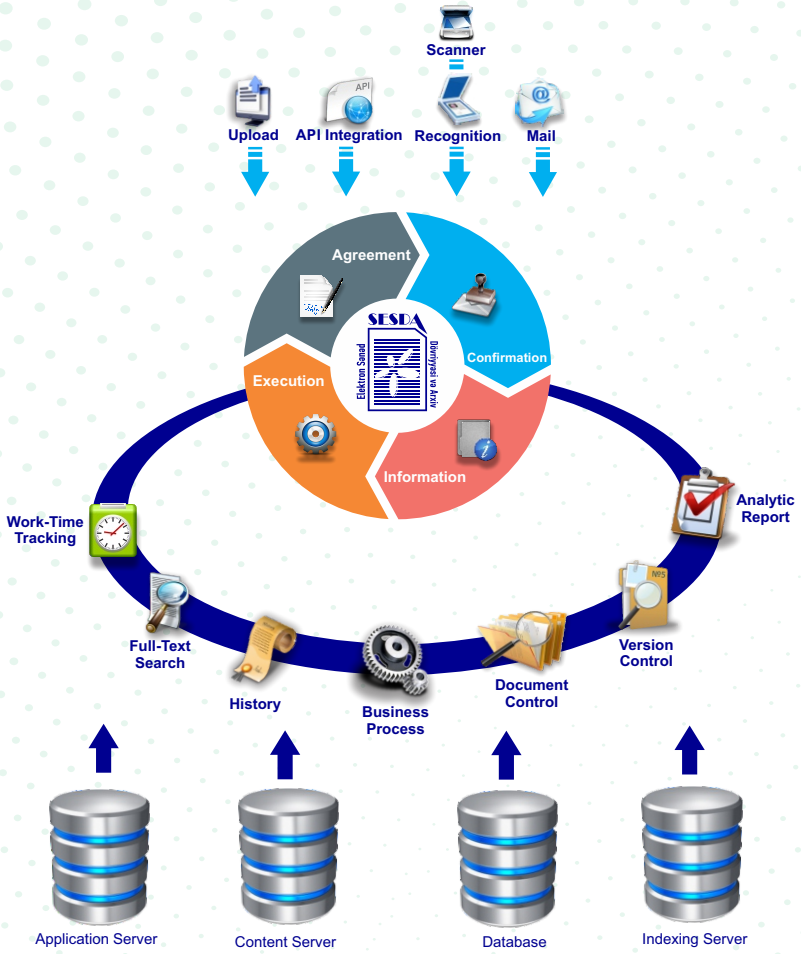
The system covers all the possibilities associated with the organization of a unified electronic document worlflow:

- Document versioning
- Registration of documents from common sources (paper, email, embedded system, portal, etc.)
- E-signature and QR code verification
- E-approval of documents
- Redirecting to employees, paperwork, information flow, contracts, signatures, extension of the deadline, change of the main contractor, etc.
- Full procedure for the circulation of documents, notification of operations performed by other participants on assignment
- Granting rights to the user for operations and tasks
- Multi-step procedure before approval (possibility of sequential, parallel processes)
- Controling documents and tasks submission
- Writing a regular and analytical reports
- Search by any attributes
- Contextual search based on predefined and indexed data
- SW integration with video conferencing

- **Contextual search**
- **Verifying the authenticity of signature using a QR code**

Platform Advantages

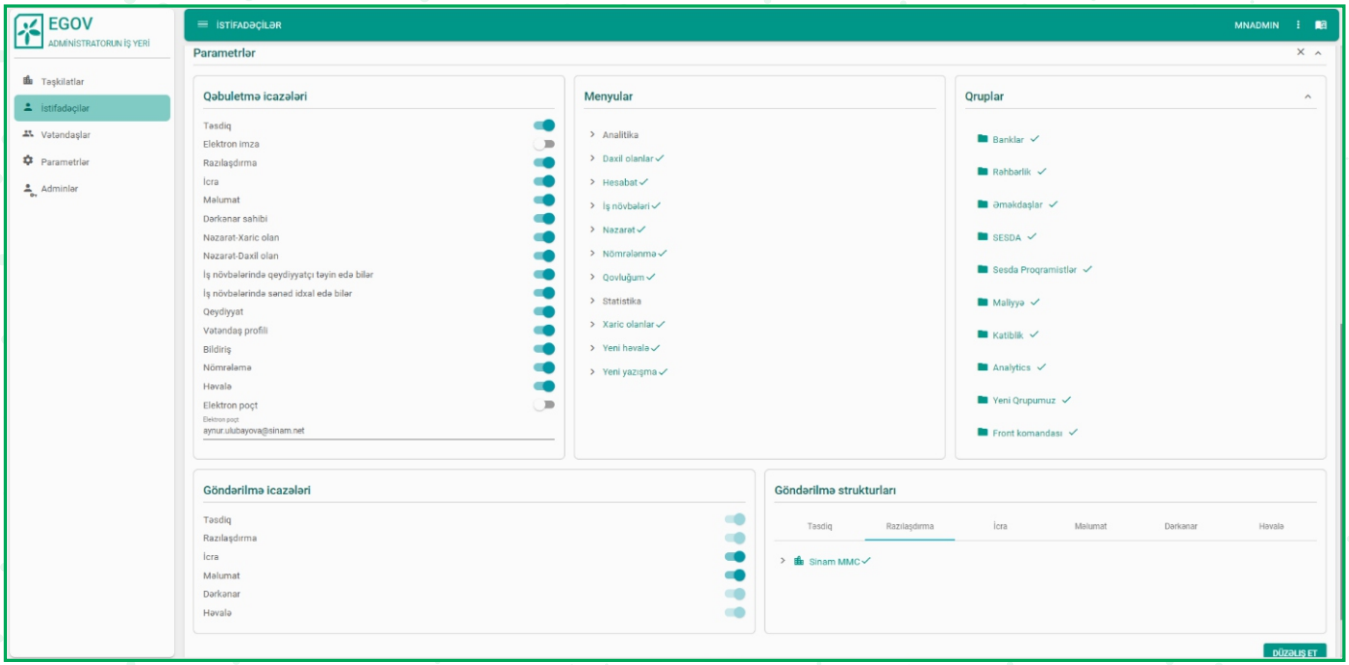
The system ensures implementation of the most sophisticated requirements of clients (for example, storage of billions of objects and hundreds of terabyte of data), allows effective management of large amount of materials, and easily supports simultaneous work of great amount of users. The system uses security measures, including digitalization of content, control over access, digital liquidation of data. Technologies conform to all standard requirements, necessary to ensure protection of information.



LDAP, EMAIL, API, WEB Service integration

- LDAP integration
- Version control – Addition of new and storage of old versions
- Permission set – Capability to delegate the right for one or another document in the course of processes
- Instead of SQL, use ofDQL Security enforcement – During the selection of data, only those data, for whom a certain user has an access, are displayed
- Content Conversion Services - Conversion format of All Kinds of Documents
- EMAİL, Web Service (possibility of integration via mapping)

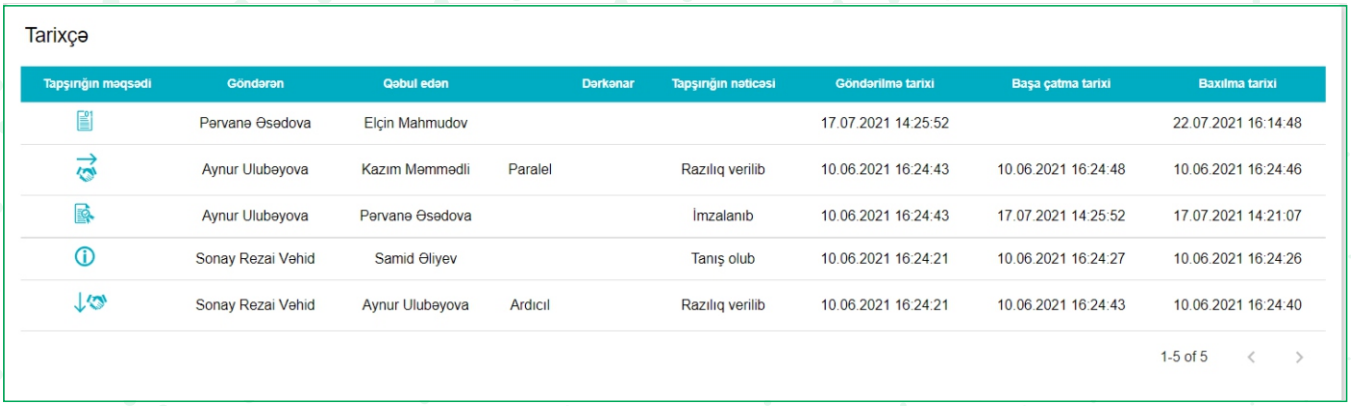
SESDA provided Opportunities



- Upon login, the paper version is completely digitized, and as a result, this file can be found by any word in the document.
- Possibility to write 1 answer to several documents
- Operations with a set of tasks
- Cancellation of tasks
- Cancellation of operations
- Possibility to invalidate rejected documents
- Possibility to perform operations on one task by several performers (main and co-performers)
- Preliminary definition of the document's path
- Admin functionality for each user organization
- Ability to manage privileges for all organizations and users from administrator's spot
- Discussion between participants ("chat" function) and the ability to record voice during correspondence
- Ability to change the location of virtual office objects using drag & drop technique
- Ability to create and edit documents directly in the system
- Possibility of numbering documents with different indices depending on the type
- Export and print search results in Excel
- Ability to prepare analytical reports in any form
- Ability to send SESDA notifications to email and systems during each transaction.

Transparent document Life cycle

The whole information on the history of current correspondence is reflected in the history part of correspondence. Here you can see the date and time of all the transactions carried out in the document. You can see the performers and statuses at every stage.

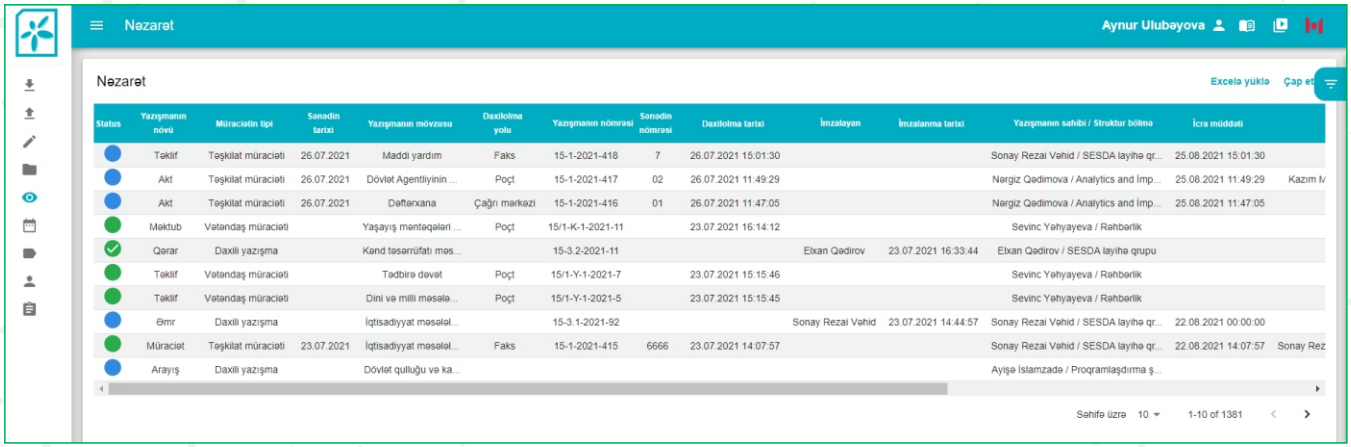


Tarixçə

Tapşırığın məqsədi	Göndərən	Qəbul edən	Dərkənar	Tapşırığın nəticəsi	Göndərilmə tarixi	Başa çatma tarixi	Baxılma tarixi
	Pərvanə Əsədova	Elçin Mahmudov			17.07.2021 14:25:52		22.07.2021 16:14:48
	Aynur Ulubəyova	Kazım Məmmədli	Paralel	Razılıq verilib	10.06.2021 16:24:43	10.06.2021 16:24:48	10.06.2021 16:24:46
	Aynur Ulubəyova	Pərvanə Əsədova		İmzalanıb	10.06.2021 16:24:43	17.07.2021 14:25:52	17.07.2021 14:21:07
	Sonay Rezai Vəhid	Samid Əliyev		Tanış olub	10.06.2021 16:24:21	10.06.2021 16:24:27	10.06.2021 16:24:26
	Sonay Rezai Vəhid	Aynur Ulubəyova	Ardıcıl	Razılıq verilib	10.06.2021 16:24:21	10.06.2021 16:24:43	10.06.2021 16:24:40

1-5 of 5

The subsystem of control over the execution of documents will not make it possible to lose sight of important correspondence. State indicators tied to the deadlines give a clear picture to the management and personnel responsible for monitoring. Performers receive notifications in the inbox, e-mail and etc.



Nəzarət

Aynur Ulubəyova

Nəzarət

Excelə yüklə

Status	Yazışmanın növü	Müraciətin tipi	Sənədin tarixi	Yazışmanın mövzusu	Daxilolma yolu	Yazışmanın nömrəsi	Sənədin nömrəsi	Daxilolma tarixi	İmzalayan	İmzalanma tarixi	Yazışmanın sahibi / Struktur bölmə	İcra müddəti	
	Təklif	Təşkilat müraciəti	26.07.2021	Maddi yardım	Faks	15-1-2021-418	7	26.07.2021 15:01:30			Sonay Rezai Vəhid / SESDA layihə qr...	25.08.2021 15:01:30	
	Akt	Təşkilat müraciəti	26.07.2021	Dövlət Agentliyinin ...	Poçt	15-1-2021-417	02	26.07.2021 11:49:29			Nərgiz Qədimova / Analytics and Imp...	25.08.2021 11:49:29	Kazım M
	Akt	Təşkilat müraciəti	26.07.2021	Dəftərxana	Çağrı mərkəzi	15-1-2021-416	01	26.07.2021 11:47:05			Nərgiz Qədimova / Analytics and Imp...	25.08.2021 11:47:05	
	Məktub	Vətəndaş müraciəti		Yaşayış məntəqələri ...	Poçt	15/1-K-1-2021-11		23.07.2021 16:14:12			Sevinc Yəhyayeva / Rəhbərlik		
	Qərar	Daxili yazışma		Kənd təsərrüfatı məs...		15-3.2-2021-11			Elxan Qədirov	23.07.2021 16:33:44	Elxan Qədirov / SESDA layihə qrupu		
	Təklif	Vətəndaş müraciəti		Tədbirə dəvət	Poçt	15/1-Y-1-2021-7		23.07.2021 15:15:46			Sevinc Yəhyayeva / Rəhbərlik		
	Təklif	Vətəndaş müraciəti		Dini və milli məsələ...	Poçt	15/1-Y-1-2021-5		23.07.2021 15:15:45			Sevinc Yəhyayeva / Rəhbərlik		
	Əmr	Daxili yazışma		İqtisadiyyat məsələl...		15-3.1-2021-92			Sonay Rezai Vəhid	23.07.2021 14:44:57	Sonay Rezai Vəhid / SESDA layihə qr...	22.08.2021 00:00:00	
	Müraciət	Təşkilat müraciəti	23.07.2021	İqtisadiyyat məsələl...	Faks	15-1-2021-415	6666	23.07.2021 14:07:57			Sonay Rezai Vəhid / SESDA layihə qr...	22.08.2021 14:07:57	Sonay Rez
	Arayış	Daxili yazışma		Dövlət qulluğu və ka...							Ayişə İslamzadə / Proqramlaşdırma ş...		

Səhifə üzrə 10 1-10 of 1381

Unlimited Search capability

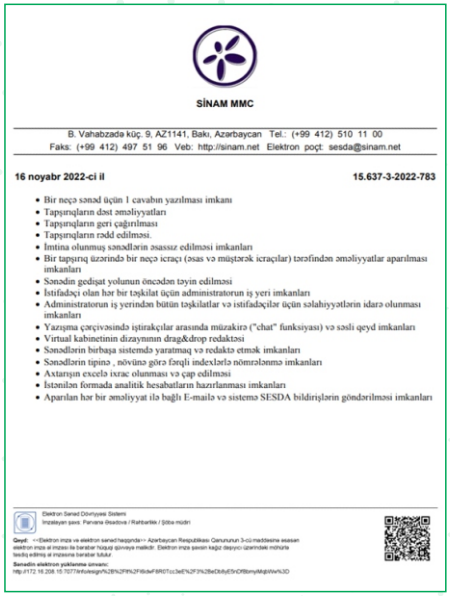
Recognition of the documents in SESDA system:

The process reflects the opportunity to scan the documents, their placement on ESDS system and identifying them due to any word expressions in the system. As a result, it is possible to search for any hardcopies which are unnecessary for any processing and remove them from the database.

While entering the system, the hardcopy is fully digitalized and as a result, it is possible to find the document by any words of this document. Full text search – Extended search on the base of the work of a separate Indexing server.

QR code embedded hardcopies

When you need to print a document, you have an opportunity to see all the necessary information in the paper version, including the QR . After signing, you can check the authenticity of e-signature using the link in the QR.



SİNAM MMC

B. Vahabzadə küç. 9, AZ1141, Bakı, Azərbaycan Tel.: (+99 412) 510 11 00
Faks: (+99 412) 497 51 96 Veb: http://sinam.net Elektron poçt: sesda@sinam.net

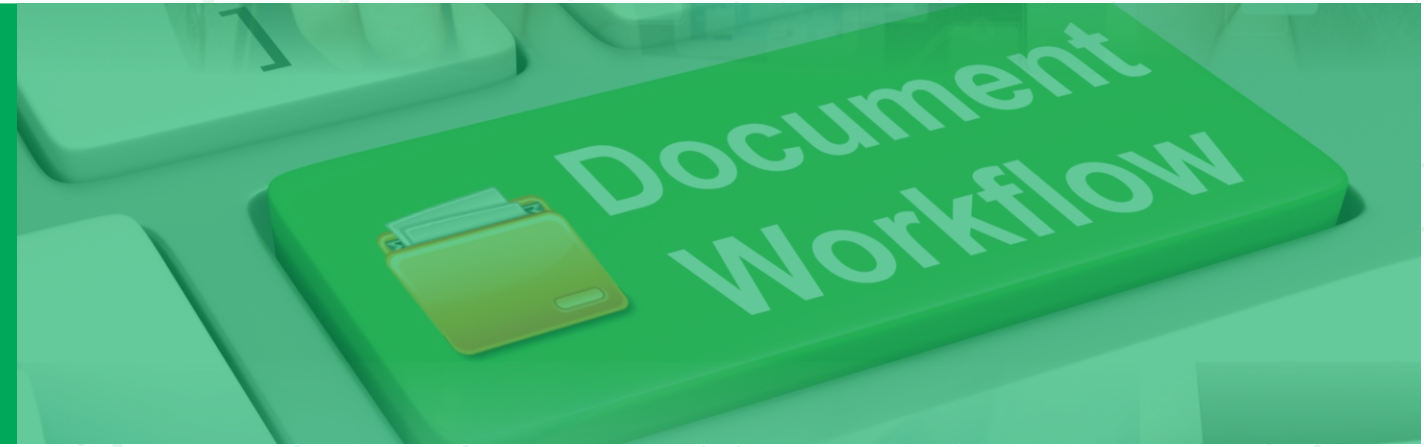
16 noyabr 2022-ci il **15.637-3-2022-783**

- Bir neçə sənəd üçün 1 cavabın yazılması imkanı
- Tapşırıqların dəst əməliyyatları
- Tapşırıqların geri çağırılması
- Tapşırıqların rədd edilməsi.
- İmtina olunmuş sənədlərin ləğv edilməsi imkanları
- Bir tapşırıq üzərində bir neçə icraçı (əsas və müştərək icraçılar) tərəfindən əməliyyatlar aparılması imkanları
- Sənədin gedişat yolunun öncədən təyin edilməsi
- İstifadəçi olan hər bir təşkilat üçün administratorun iş yeri imkanları
- Administratorun iş yerindən bütün təşkilatlar və istifadəçilər üçün səlahiyyətlərin idarə olunması imkanları
- Yazışma çərçivəsində iştirakçılar arasında müzakirə ("chat" funksiyası) və səsli qeyd imkanları
- Virtual kabinetinin dizaynının drag&drop redaktəsi
- Sənədlərin birbaşa sistemdə yaratmaq və redaktə etmək imkanları
- Sənədlərin tipinə , növünə görə fərqli indekslərlə nömrələnmə imkanları
- Axtarışın ixcelə ixrac olunması və çap edilməsi
- İstənilən formada analitik hesabatların hazırlanması imkanları
- Aparılan hər bir əməliyyat ilə bağlı E-mail və sistemə SESDA bildirişlərin göndərilməsi imkanları

Summary

There's no question that going paperless can be a timesaving, resource-saving move for businesses and government organizations of all sizes. There's also no question that it can be a laborious undertaking.

SESDA has helped public organizations such as Central Bank of Azerbaijan Republic, National Archive of Azerbaijan to achieve their goals to automate business processes and become a paperless office environment.



SESDA

SINAM Electronic Docflow &Archiving Solution

SiNAM
IT's our business

68, B. Vakhabzadeh Str.,
AZ1141, Baku, Azerbaijan

+994 12 510 11 00
+994 12 497 51 96

office@sinam.net
www.sinam.net