



SOFTGEN GROUP

SOFTGEN

The company "Softgen" was founded in 2008 and still successfully operates on the Georgian software market.

It is staffed with highly qualified and experienced employees who care about the sustainable and innovative development of the company.

During the history of the company, a number of important and innovative projects have been implemented and a number of software and technical solutions have been created, which are implemented and functions effectively in more than 150 different partner organizations.



SOFTGEN

- ✓ 14 years of experience operating on Georgian and foreign markets
- ✓ More than 150 partners in both the private and public sectors
- ✓ Softgen team consists of more than 50 highly qualified professionals



Electronic case (office) management system

The electronic office management system created within the framework of the project is designed for organizations in the process of which many types of official documents are generated (mandatory, correspondence, protocol, act ...).

The system is a flexible, modern and complete software product and enables the effective management of tasks (creation, distribution, approval, authorization, status updates at all stages of the process, execution control and reporting).

The advantages of the electronic case management system are:

- ❖ Digitalization of case management processes
- ❖ Optimization and modernization of workflow
- ❖ Improved assignment access and distribution
- ❖ Document execution control
- ❖ Permanent monitoring of organizational processes



Process



Project creation by the supervisor



Assigning a project manager



Definition of a group of participants by the manager



Defining rights for group members
(Privileged or Standard)



Starting a project
(Display in the participants' personal dashboards)



Project management

- ❖ Creation of a project (with pre-selected folders)
- ❖ Definition of a manager
- ❖ Assigning project deadlines
- ❖ Redistribution of rights (privileged employee / manager)



- ❖ Employee grouping (selecting) in a specific project
- ❖ Definition of intervals and deadlines of certain works
- ❖ Updating of execution statuses (cancelled/closed/active)
- ❖ Completed Status Authentication

User role management

During the initial registration, three roles are defined: administrator, supervisor and sponsor.

Other roles (project manager, privileged participant) are assigned by the administrator or supervisor, depending on the project specification.

Supervisor

- ❖ Creating project
- ❖ Monitoring project and uploaded documents
- ❖ Updating statuses of project

Administrator

- ❖ Management of project
- ❖ Adding participants to project
- ❖ Defining rights for project participants (privileged / sponsor)

Sponsor / Customer

- ❖ Changing personal information and password in profile
- ❖ Delegated projects review
- ❖ Attached / selected (tagged) documents view

File upload



- ❖ Each project is a separate folder
- ❖ The project has predefined sub-folders
- ❖ The uploaded document will be redirected to the folder specified during upload
- ❖ The uploaded document will be attached to a project's unique identifier
- ❖ The uploaded document can be moved to any folder within the project

Electronic case (office) management system

LOGO Projects Users Bender Logout

Choose Project Create Project Create User

Marny Cannon Active

Change status Change project users

Create folder

Type	Title	Created At	Updated At	Created by/Updated by	Actions
	01-Business Section Clean-Up	29 April 2021 12:25:37	29 April 2021 12:25:37		

Project User List

Name	Role in project
Bender	Project Manager

LOGO Projects Users Bender Logout

Choose Project Create Project Create User

Marny Cannon Active

Change status Change project users

Create folder Upload file

Type	Title	Created At	Updated At	Created by/Updated by	Actions
	Test	21 January 2022 12:14:42	21 January 2022 12:14:42	Bender	Actions +

Project User List

Name	Role in project
Bender	Project Manager
Miranda	Worker

LOGO Projects Users Bender Logout

Choose Project Create Project Create User

Projects List

#	Title	Description	Activation Date	Deadline	Status	Added By	Created At	Actions
1	Marny Cannon	Minim ipsu error t	08 July 2021		Active	Bender	08 July 2021	See more Delete
2	Curran Pacheco	Quas odit inventore	08 July 2021		Active	Administrator	08 July 2021	See more Delete

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