Agileoffice user guide

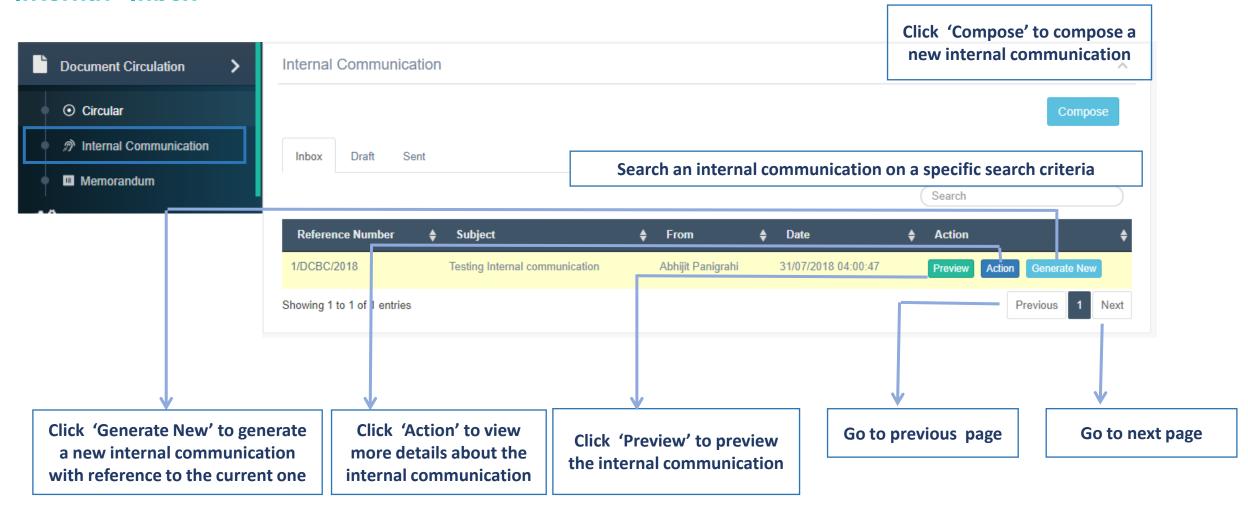Version 1.0

Private and confidential

Internal communication

In this process the document will be circulated across the departments within the same division of the organization as of the sender.
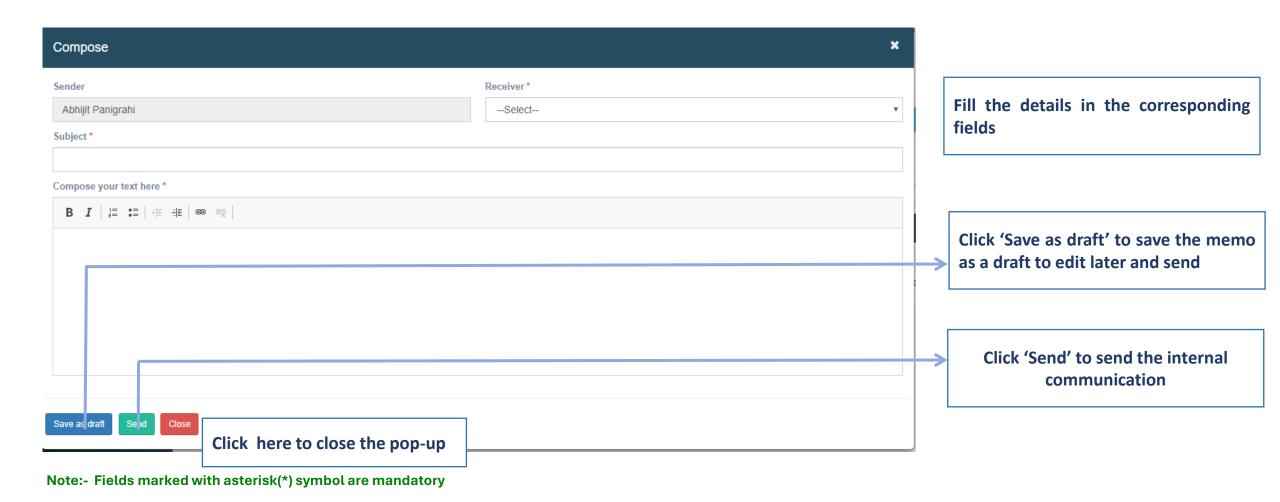
Document circulation – *Internal communication*

agileoffice

Internal - Inbox

Document Circulation ❯

◉ Circular

🔊 Internal Communication

▥ Memorandum

Internal Communication

Compose

Inbox Draft Sent

Search

Reference Number	Subject	From	Date	Action	
1/DCBC/2018	Testing Internal communication	Abhijit Panigrahi	31/07/2018 04:00:47	Preview Action Generate New	

Showing 1 to 1 of 1 entries

Previous **1** Next

Click 'Compose' to compose a new internal communication

Search an internal communication on a specific search criteria

Click 'Generate New' to generate a new internal communication with reference to the current one

Click 'Action' to view more details about the internal communication

Click 'Preview' to preview the internal communication

Go to previous page

Go to next page

Document circulation – *Internal communication*

agileoffice

Internal - Compose

Compose ✖

Sender

Abhijit Panigrahi

Receiver *

--Select--

Subject *

Compose your text here *

B *I* | ☰ ☰ | ☰ ☰ | 🔗 🔗

Save as draft   Send   Close

Fill the details in the corresponding fields

Click 'Save as draft' to save the memo as a draft to edit later and send

Click 'Send' to send the internal communication

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

xprodedge

©2025 XPRODEDGE, All Rights Reserved.

Document circulation – *Internal communication*

Internal - Draft

Document Circulation >

- ◎ Circular
- 🗣 Internal Communication
- 🔳 Memorandum

Internal Communication

Compose

| Inbox | **Draft** | Sent |

Search

Reference Number	Subject	Date	Action	
DRAFT/DCBC/2018	Testing Internal communication	31/07/2018 02:56:40	Delete	Edit

Showing 1 to 1 of 1 entries

Previous | **1** | Next

Click 'Edit' to edit the internal communication

Click 'Delete' to delete the item from draft

Go to previous page

Go to next page

Document circulation – *Internal communication*

agileoffice

Internal - Edit

Edit ✕

Sender

Abhijit Panigrahi

Receiver *

Suraj Sahoo ▾

Subject *

Testing Internal communication

Compose your text here *

B *I* | ≣ ⋮≡ | ⫷ ⫸ | 🔗 ⬛

This is to test the internal communication

Save as draft   Send   Close

Fill the details in the corresponding fields

Click 'Save as draft' to save as a draft to edit later and send

Click 'Send' to send the memo

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

xprodedge

Document circulation – *Internal communication*

agileoffice

Internal - Sent

Document Circulation >

- ⊙ Circular
- Internal Communication
- Memorandum

Internal Communication

Compose

Inbox | Draft | **Sent**

Search

Reference Number	Subject	To	Date	Action
1/DCBC/2018	Testing Internal communication	Suraj Sahoo	31/07/2018 04:00:47	Preview

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Click 'Preview' to preview the internal communication

Go to previous page

Go to next page

xprodedge

Document circulation – *Internal communication*

Internal - View details

Conversation between the participants of the internal communication

Preview Section

Click 'Close' to go back to the internal communication inbox screen

Document circulation – *Internal communication*

agileoffice

Internal - Reply

Reply   ✖

Sender
Suraj Sahoo

Receiver
Abhijit Panigrahi

Subject
Testing Internal communication

Note *
Testing reply. Please ignore.

Send   Close

Fill the details in the corresponding fields

Click here to close the pop-up

Click 'Send' to send the internal communication

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Internal communication*

agileoffice

Internal - Generate new

Generate New ✕

Memo Code
`1/DCBC/2018`

Sender
`Suraj Sahoo`

Receiver *
`--Select--` ▼

Subject *

Compose your text here *

B *I* | ≡ ≡ | ≡ ≡ | 🔗 🔗

Save as draft Send Close

Click here to close the pop-up

Fill the details in the corresponding fields

Click 'Save as draft' to save the memo as a draft to edit later and send

Click 'Send' to send the internal communication

Note:- Fields marked with asterisk(*) symbol are mandatory

Circular communication

In this process the document can be circulated to all the units within the organization. (*Here unit indicates division/sub division/department/sub department*).

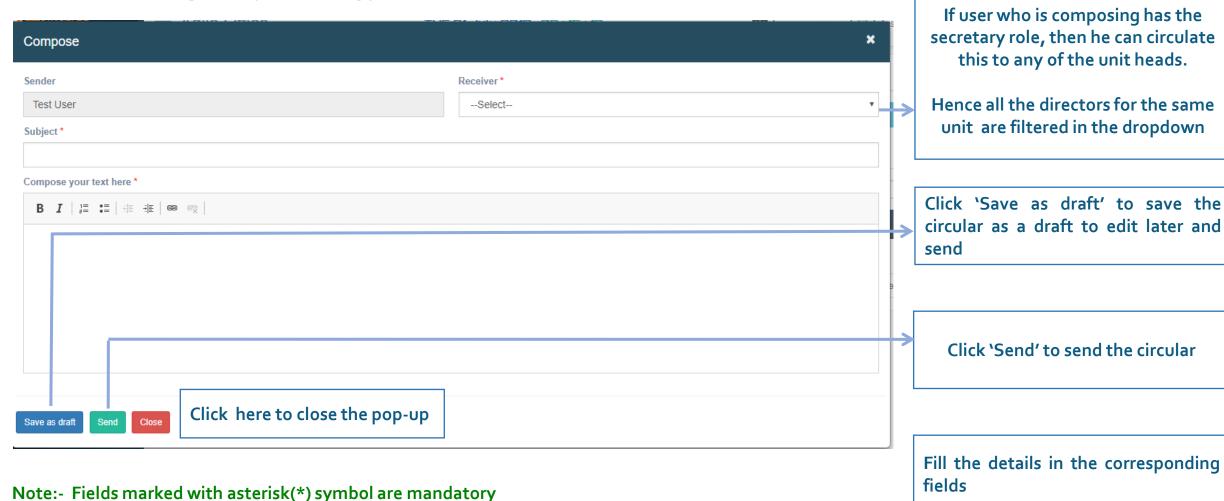# Document circulation – *Circular communication*

agileoffice

Circular - Inbox

Document Circulation

- ⊙ Circular
- Internal Communication
- Memorandum

Circular

Click 'Compose' to compose a new circular memo → Compose

Inbox   Draft   Sent

Search a circular on a specific search criteria

Search

Reference Number	Subject	From	Date	Action
DRAFT/DCBC/2018	Testing Circular Memo	Test User	31/07/2018 02:04:44	Preview Action

Showing 1 to 1 of 1 entries

Previous **1** Next

Click 'Action' to view more details about the circular

Click 'Preview' to preview the memo

Go to previous page

Go to next page

Note:- In some row the 'Action' button is not displayed, because the memo has been sent to other units

Document circulation – *Circular communication*

agileoffice

Circular - Compose *(Secretary)*

Compose ✕

Sender

Test User

Receiver *

--Select-- ▾

Subject *

Compose your text here *

B *I* | ≣ ≣ | ≣ ≣ | 🔗 ⬚

Save as draft Send Close

If user who is composing has the secretary role, then he can circulate this to any of the unit heads.

Hence all the directors for the same unit are filtered in the dropdown

Click 'Save as draft' to save the circular as a draft to edit later and send

Click 'Send' to send the circular

Click here to close the pop-up

Fill the details in the corresponding fields

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Circular communication*

agileoffice

Circular - Compose *(Director)*

Compose ✕

Sender

Abhijit Panigrahi

Receiver *

Todos Centros de Negócio e de Suporte

Subject *

Compose your text here *

B *I* | ≡ ≔ | ≡ ≡ | 🔗 🔗

Save as draft   Send   Close

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

If user who is composing has the director role, then he can circulate this across the organization.

Hence all the directors for the same unit are filtered in the dropdown

Click 'Save as draft' to save the circular as a draft to edit later and send
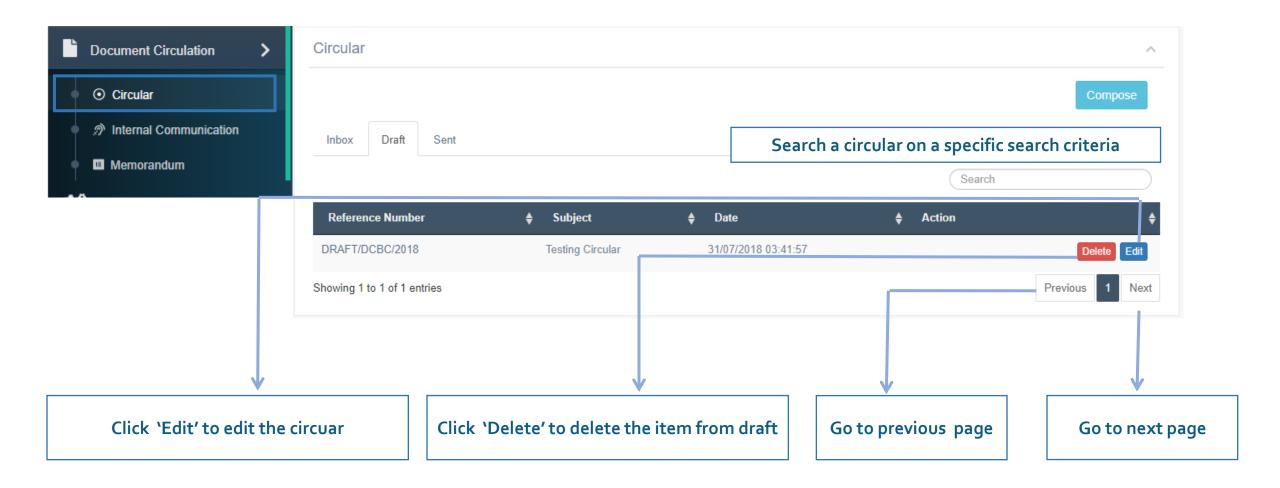
Click 'Send' to send the circular

Fill the details in the corresponding fields

Document circulation – *Circular communication*

agileoffice

Circular - Draft

Document Circulation →

- ⊙ Circular
- Internal Communication
- Memorandum

Circular

Compose

Inbox | Draft | Sent

Search a circular on a specific search criteria

Search

Reference Number	Subject	Date	Action	
DRAFT/DCBC/2018	Testing Circular	31/07/2018 03:41:57	Delete Edit	

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Click 'Edit' to edit the circuar

Click 'Delete' to delete the item from draft

Go to previous page

Go to next page

xprodedge

Document circulation – *Circular communication*

agileoffice

Circular - Edit

Edit

Sender

Abhijit Panigrahi

Receiver *

Todos Centros de Negócio e de Suporte

Subject *

Testing Circular

Compose your text here *

B *I*

This is test the circular communication.

Please ignore.

Save as draft   Send   Close

Fill the details in the corresponding fields

Click 'Save as draft' to save as a draft to edit later and send

Click 'Send' to send the circular

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Circular communication*

agileoffice

Circular - Sent

Document Circulation

- ◉ Circular
- 🔊 Internal Communication
- 🔲 Memorandum

Circular

Compose

Inbox   Draft   **Sent**

Search a circular on a specific search criteria

Search

Reference Number	Subject	To	Date	Action
DRAFT/DCBC/2018	Testing Circular Memo	Abhijit Panigrahi	31/07/2018 02:04:44	Preview

Showing 1 to 1 of 1 entries

Previous   1   Next

Click 'Preview' to preview the circular

Go to previous page

Go to next page

Document circulation – *Circular communication*

Circular - View details *(Director)*

Conversation between the participants of the circular

Preview Section

Click 'Close' to go back to the circular inbox screen

Document circulation – *Circular communication*

agileoffice

Circular - View details *(Initiator)*

Click 'Edit' to edit the memo

Click 'Close' to go back to the Circular inbox screen

Document circulation – *Circular communication*

agileoffice
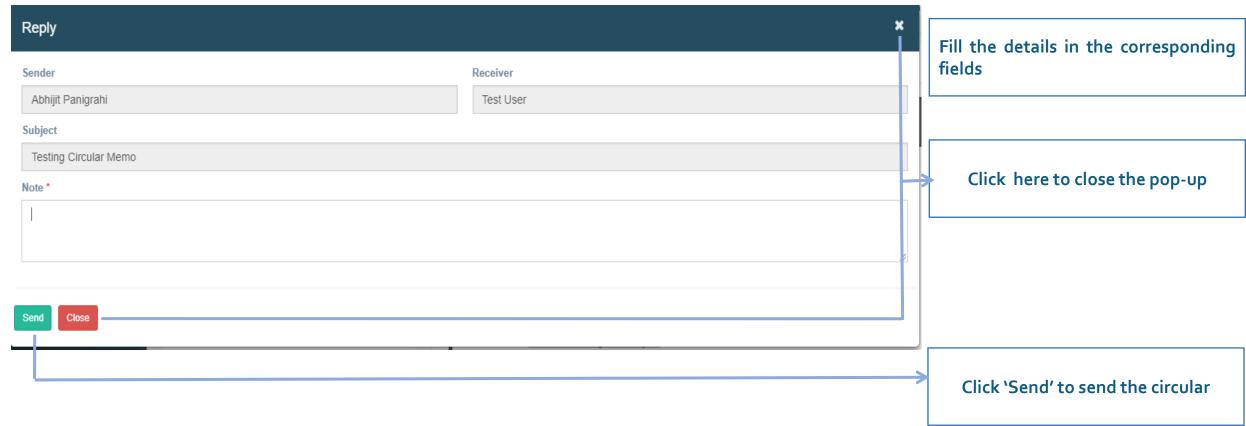
Circular - Review and send

Review and Send

Click here to close the pop-up ✖

Fill the details in the corresponding fields

Sender

Abhijit Panigrahi

Receiver *

Todos Centros de Negócio e de Suporte

Subject *

Testing Circular Memo

Compose your text here *

B *I* | ≣ ≣ | ⇤ ⇥ | 🔗 🔗 | ?

This is to test the circular communication.

Please ignore this.

Thank you.

Send **Close**

Click here to close the pop-up

Click 'Send' to send the circular

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Circular communication*

agileoffice

Circular - Reply

Reply ✖

Sender
Abhijit Panigrahi

Receiver
Test User

Subject
Testing Circular Memo

Note *

Send   Close

Fill the details in the corresponding fields

Click here to close the pop-up

Click 'Send' to send the circular

Note:- Fields marked with asterisk(*) symbol are mandatory

xprodedge

Memorandum communication

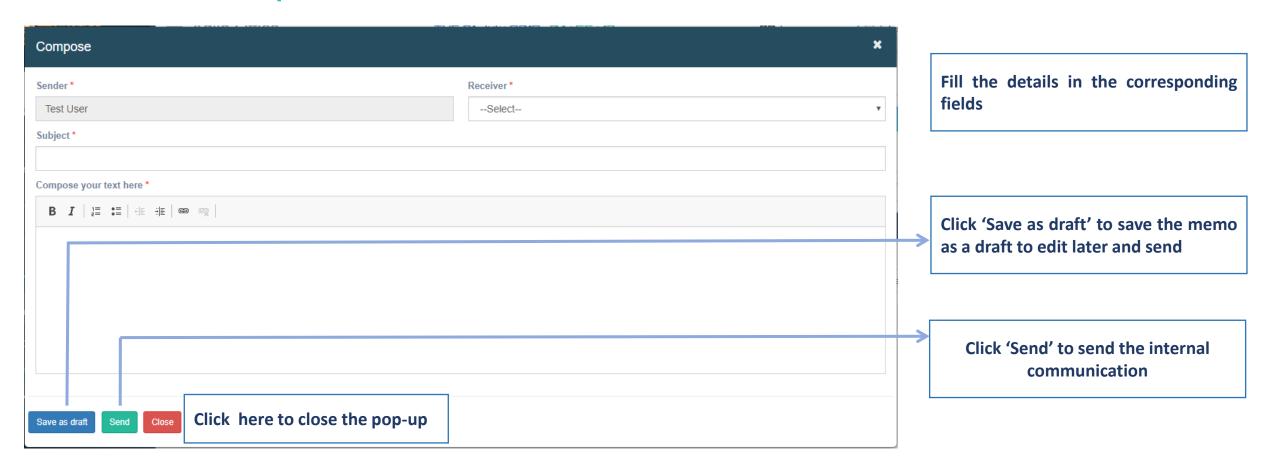In this process the document will be circulated to any unit other than the sender's unit within the organization.

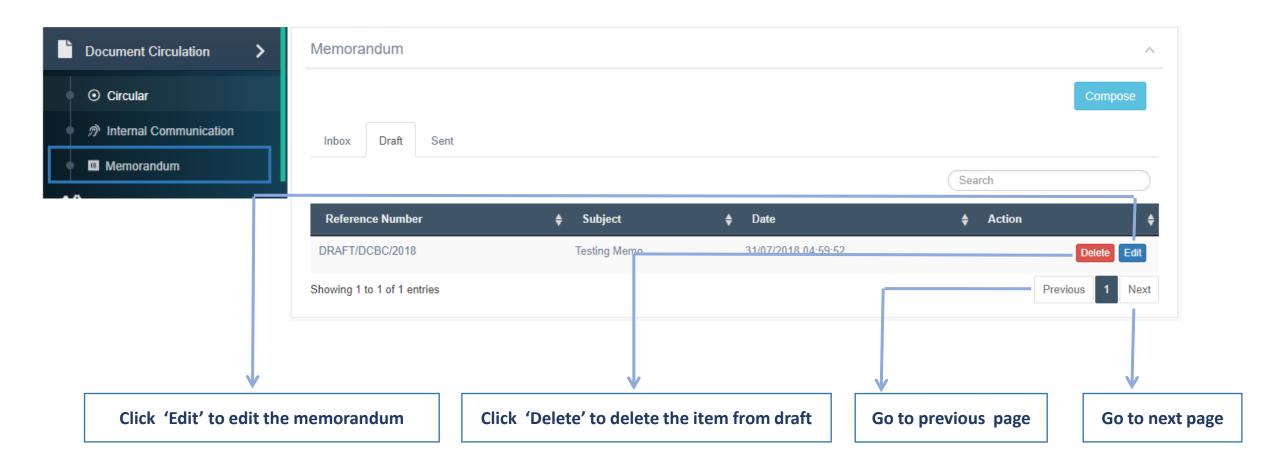# Document circulation – *Memorandum communication*

agileoffice

Memorandum - Inbox

Click 'Compose' to compose a new memorandum

Memorandum

Compose

Inbox   Draft   Sent

Search an memorandum on a specific search criteria

Search

Reference Number	Subject	From	Date	Freezed Date	Action
DRAFT/DCBC/2018	Testing Memo	Test User	31/07/2018 05:08:38		Preview Action Freeze

Showing 1 to 1 of 1 entries

Previous 1 Next

Click 'Freeze' to freeze the memorandum so that no further communication can happen for the memorandum

Click 'Action' to view more details about the memorandum

Click 'Preview' to preview the internal communication

Go to previous page

Go to next page

xprodedge

Document circulation – *Memorandum communication*

agileoffice

Memorandum - Compose

Compose

Sender *

Test User

Receiver *

--Select--

Subject *

Compose your text here *

B *I* | ≔ ≔ | ⬌ ⬌ | 🔗 ⬚

Save as draft   **Send**   **Close**

Fill the details in the corresponding fields

Click 'Save as draft' to save the memo as a draft to edit later and send

Click 'Send' to send the internal communication

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

xprodedge

Document circulation – *Memorandum communication*

agileoffice

Memorandum - Draft

Document Circulation >

- ⊙ Circular
- Internal Communication
- Memorandum

Memorandum

Compose

Inbox | Draft | Sent

Search

Reference Number	Subject	Date	Action
DRAFT/DCBC/2018	Testing Memo	31/07/2018 04:59:52	Delete Edit

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Click 'Edit' to edit the memorandum

Click 'Delete' to delete the item from draft

Go to previous page

Go to next page

Document circulation – *Memorandum communication*

agileoffice

Memorandum - Edit

Compose ✖

Sender *
Test User

Receiver *
Suraj Sahoo ▾

Subject *
Testing Memo

Compose your text here *

B *I* | ≟ ⋮≡ | ⇤ ⇥ | 🔗 🔗̶

This is to test the memo.

Please ignore this.

Send **Close**

Fill the details in the corresponding fields

Click 'Send' to send the memo

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Memorandum communication*

Memorandum - Sent

Document Circulation >

- ⊙ Circular
- Internal Communication
- Memorandum

Memorandum ⌃

Compose

Inbox   Draft   **Sent**

Search

Reference Number	Subject	To	Date	Action
DRAFT/DCBC/2018	Testing Memo	Suraj Sahoo	31/07/2018 05:08:38	Preview

Showing 1 to 1 of 1 entries

Previous **1** Next

Click 'Preview' to preview the memorandum

Go to previous page

Go to next page

Document circulation – *Memorandum communication*

Memorandum - View details

Conversation between the participants of memorandum

Preview Section

Click 'Close' to go back to the memorandum inbox screen

Document circulation – *Memorandum communication*

agileoffice

Memorandum - Review and send

Review and Send

Click here to close the pop-up

Fill the details in the corresponding fields

Sender

Suraj Sahoo

Receiver *

--Select--

Sender Delegate

--Select--

Subject

Testing Memo

Note *

Please select a file to upload.

Choose file   No file chosen

Click 'Send' to send the circular

Send   Close

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Memorandum communication*

Memorandum - Reply

Reply   ✕

Sender
Suraj Sahoo

Receiver
Test User

Subject
Testing Memo

Note *

Please select a file to upload.
Choose file   No file chosen

Send   Close

Fill the details in the corresponding fields

Click here to close the pop-up

Click 'Send' to send the memorandum

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Memorandum communication*

Memorandum - Add delegate

Add Delegate

Sender *
Rakesh Ku Behera

Receiver *
Suraj Sahoo

Sender Delegate *
--Select--

Subject
Testing Memorandum

Note *

Send   Close

Fill the details in the corresponding fields

Click here to close the pop-up

Click 'Send' to send the memorandum

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Memorandum communication*

Memorandum - Add note

Add Note ✖

Sender *
Rakesh Ku Behera

Receiver *
--Select-- ▼

Subject
Testing Memorandum

Note *

Please select a file to upload.
Choose file | No file chosen

Send   Close

Fill the details in the corresponding fields

Click here to close the pop-up

Click 'Send' to send the memorandum

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Memorandum communication*

Memorandum - Generate new

Generate New ✖

Memo Code
1/DCBC/2018

Sender
Rakesh Ku Behera

Receiver *
--Select-- ▾

Sender Delegate
--Select-- ▾

Subject

Compose your text here *

B *I* | ≝ ≔ | ≡ ≡ | 🔗 🔗 | ?

Generate New   **Close**

Fill the details in the corresponding fields

Click 'Generate New' to generate a new memorandum with reference to the previous memorandum

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Proposal

A person(director or above) can send a proposal to his next level in the same division or in any other division. But cannot jump the hierarchy

For example:

- Directors to any ED and not to CEO

- CEO can send it to all

- Between Directors of each department

For sending the proposal the proposal should travel according to the following path:
    Director -> ED -> CEO
After approval or rejecting the proposal the proposal should travel back according to the following path:
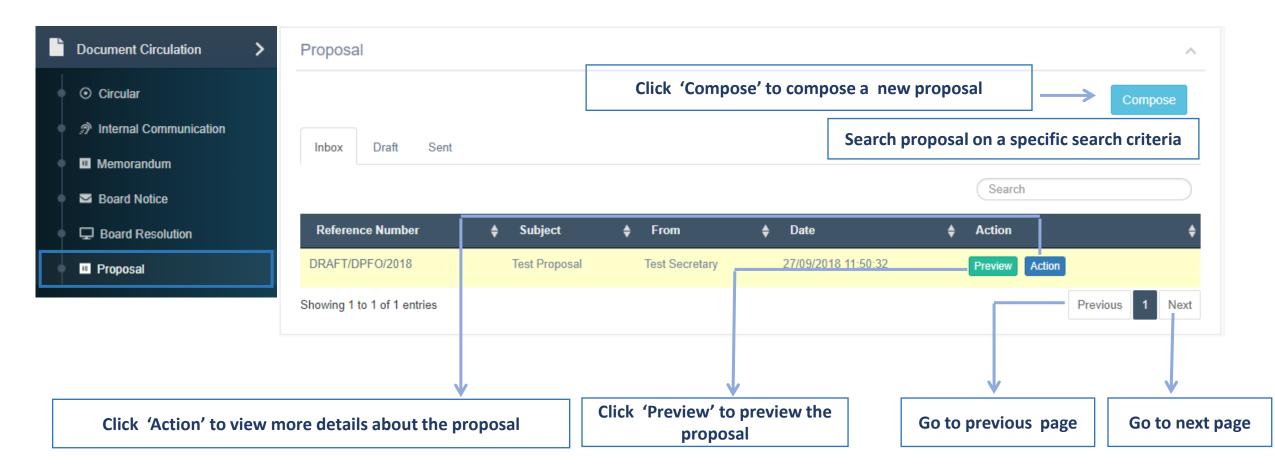   CEO -> ED -> Director

Director or above can assign a sub-ordinate to write a proposal on his behalf. It can be anybody who has the role to compose a proposal

Document circulation – *Proposal*

agileoffice
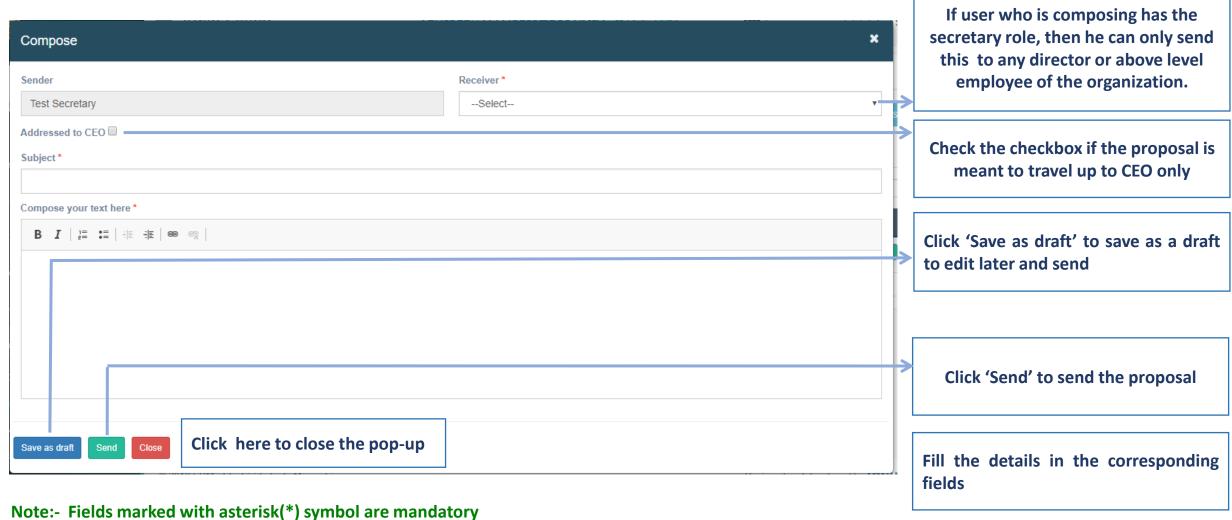
Proposal - Inbox

Document Circulation

- Circular
- Internal Communication
- Memorandum
- Board Notice
- Board Resolution
- Proposal

Proposal

Click 'Compose' to compose a new proposal

Compose

Search proposal on a specific search criteria

Inbox | Draft | Sent

Search

Reference Number	Subject	From	Date	Action
DRAFT/DPFO/2018	Test Proposal	Test Secretary	27/09/2018 11:50:32	Preview Action

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Click 'Action' to view more details about the proposal

Click 'Preview' to preview the proposal

Go to previous page

Go to next page

Note:- In some row the 'Action' button is not displayed, because the memo has been sent to other units
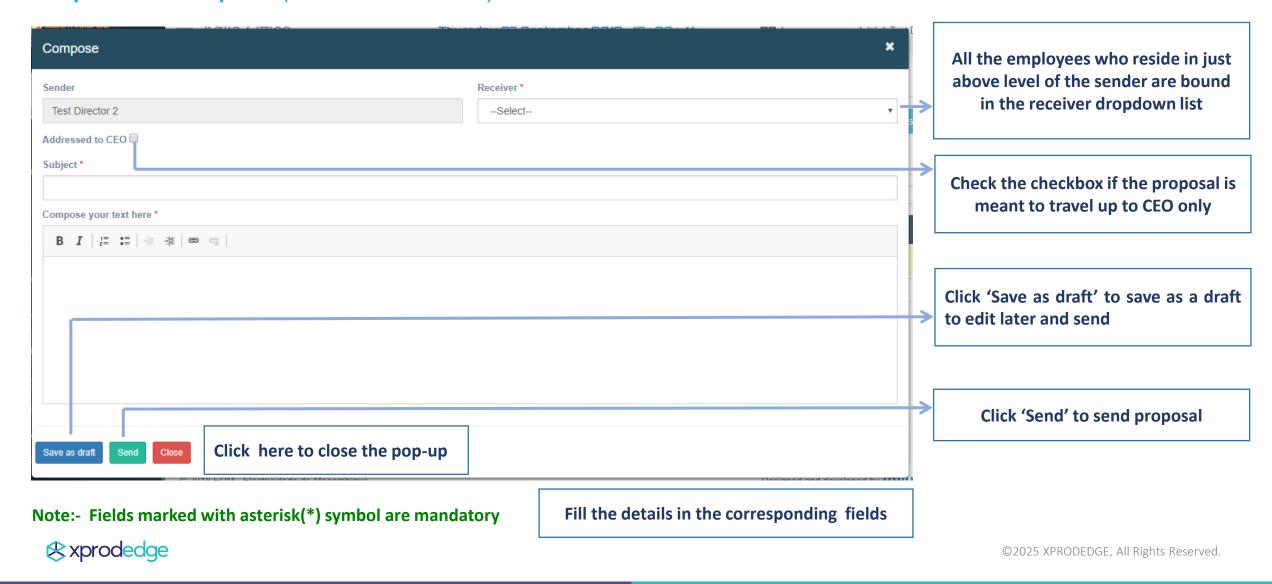
Document circulation – *Proposal*

agileoffice

Proposal - Compose *(Secretary)*

Compose ✕

Sender
Test Secretary

Receiver *
--Select--

Addressed to CEO ☐

Subject *

Compose your text here *

B *I* | ≡ ≡ | ≡ ≡ | 🔗 🔗 |

Save as draft | Send | Close

If user who is composing has the secretary role, then he can only send this to any director or above level employee of the organization.

Check the checkbox if the proposal is meant to travel up to CEO only

Click 'Save as draft' to save as a draft to edit later and send

Click 'Send' to send the proposal

Click here to close the pop-up

Fill the details in the corresponding fields

Note:- Fields marked with asterisk(*) symbol are mandatory

xprodedge

Document circulation – *Proposal*

agileoffice

Proposal - Compose *(Director or above)*

Compose ✕

Sender

Test Director 2

Addressed to CEO ☐

Subject *

Compose your text here *

B *I* | ≔ ≔ | ⇥ ⇤ | 🔗 🔗

Receiver *

--Select-- ▾

All the employees who reside in just above level of the sender are bound in the receiver dropdown list

Check the checkbox if the proposal is meant to travel up to CEO only

Click 'Save as draft' to save as a draft to edit later and send

Click 'Send' to send proposal

Save as draft   Send   Close

Click here to close the pop-up

Fill the details in the corresponding fields

Note:- Fields marked with asterisk(*) symbol are mandatory

xprodedge

Document circulation – *Proposal*

agileoffice

Proposal - Draft

Search a proposal on a specific search criteria

Click 'Edit' to edit the proposal

Click 'Delete' to delete the item from draft

Go to previous page

Go to next page

Document circulation – *Proposal*

Proposal - Edit

Edit

Sender

Test Secretary

Receiver *

Test Director 2

Addressed to CEO ☐

Subject *

Test Proposal

Compose your text here *

B *I* | ≡ ≡ | ≡ ≡ | 🔗 🔗

This is to test the proposal.

Please igore this.

Thank you.

Save as draft   Send   Close

Fill the details in the corresponding fields

Click 'Save as draft' to save as a draft to edit later and send

Click 'Send' to send the proposal

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Proposal*

agileoffice

Proposal - Sent

Document Circulation

- Circular
- Internal Communication
- Memorandum
- Board Notice
- Board Resolution
- Proposal

Proposal

Compose

Inbox | Draft | **Sent**

Search a proposal on a specific search criteria

Search

Reference Number	Subject	To	Date	Action
DRAFT/DPFO/2018	Test Proposal	Test Director 2	27/09/2018 11:50:32	Preview

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Click 'Preview' to preview the proposal

Go to previous page

Go to next page

Document circulation – *Proposal*

Proposal - View details *(Director or above)*

Conversation between the participants of the proposal

Preview Section

Click 'Close' to go back to the proposal inbox screen

Document circulation – *Proposal*

agileoffice

Proposal - View details *(Secretary)*

Action

Edit   Reply   Close

Notes

Test Director 2 To Test Secretary   —

Subject Test Proposal
Date 27/09/2018 12:22:32

This is a test reply from director to sub ordinate. Please ignore this note.

Preview

ELECTRICIDADE
DE MOÇAMBIQUE, E.P.

DIRECÇÃO DE PLANIFICAÇÃO FINANCEIRA & ORÇAMENTO

PROPOSAL

Reference: DRAFT/DPFO/2018   Date: 27/09/2018

Subject: Test Proposal

Receiver:

Opinion:	Judgement:

Click 'Edit' to edit the proposal

Click 'Close' to go back to the proposal inbox screen

Document circulation – *Proposal*

agileoffice

Proposal - Review and send

Review and Send ✕

Sender
Test Director 2

Receiver *
Test ED ▾

Subject *
Test Proposal

Compose your text here *

B *I* | list | list | indent indent | link unlink |

This is to test the proposal.

Please have a look.

Thank you.

Send   Close

Fill the details in the corresponding fields

Click 'Send' to send the proposal

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

xprodedge

©2025 XPRODEDGE, All Rights Reserved.

Document circulation – *Proposal*

Proposal - Reply

Reply

Click here to close the pop-up

Sender
Test Director 2

Receiver
Test Secretary

Subject
Test Proposal

Note *

Please select a file to upload.
Choose file   No file chosen

Send   Close

Click here to close the pop-up

Click 'Send' to send the proposal

Fill the details in the corresponding fields

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Proposal*

agileoffice

Proposal - View details *(For the intermediate Person who can take action on the proposal or pass the proposal to CEO)*

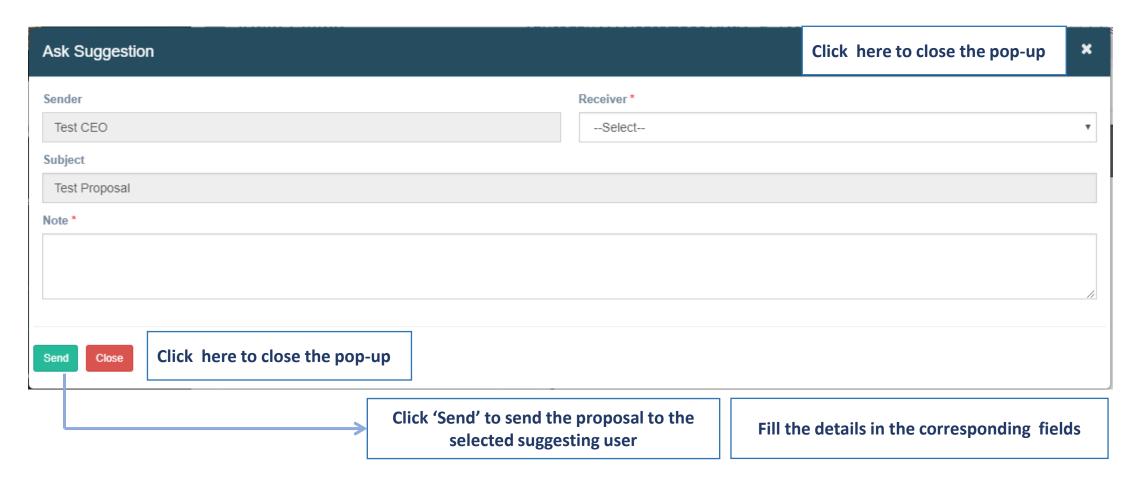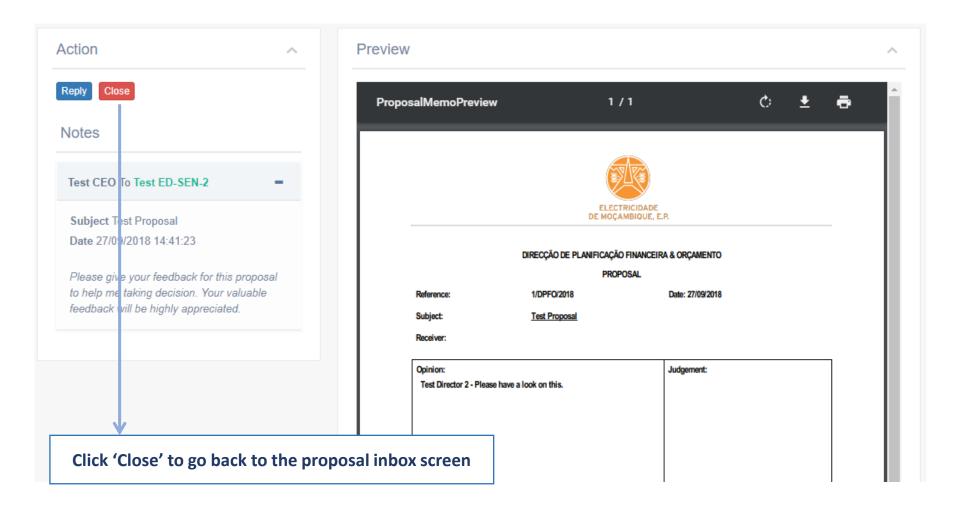| Action	^
Pass to CEO	Approve	Reject
Ask Suggestion	Reply	Close

Notes

No data to display

Preview ^

ProposalMemoPreview   1 / 1   ↻   ⬇   🖨

ELECTRICIDADE
DE MOÇAMBIQUE, E.P.

DIRECÇÃO DE PLANIFICAÇÃO FINANCEIRA & ORÇAMENTO

PROPOSAL

Reference: 1/DPFO/2018   Date: 27/09/2018

Subject: Test Proposal

Receiver:

Opinion:	Judgement:

Click 'Pass to CEO' to pass the proposal to the CEO

Conversation between the participants of the proposal

Preview Section

Click 'Close' to go back to the proposal inbox screen

xprodedge

Document circulation – *Proposal*

Proposal - View details *(CEO)*

Approve or reject the proposal

Preview Section

Judgement section contains the final remarks for approving or rejecting the proposal

Opinion Section contains the first level opinion regarding the proposal

Click 'Close' to go back to the proposal inbox screen

Document circulation – *Proposal*

agileoffice

Proposal - Ask suggestion

Ask Suggestion

Click here to close the pop-up

Sender

Test CEO

Receiver *

--Select--

Subject

Test Proposal

Note *

Send   Close

Click here to close the pop-up

Click 'Send' to send the proposal to the selected suggesting user

Fill the details in the corresponding fields

Note:- Fields marked with asterisk(*) symbol are mandatory

xprodedge

Document circulation – *Proposal*

agileoffice
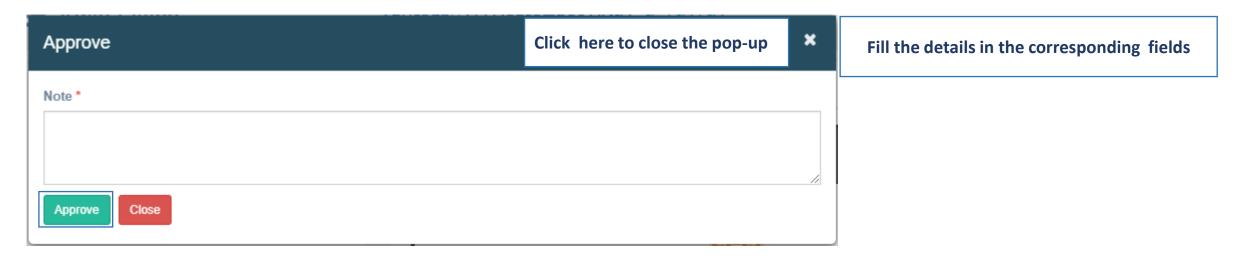
Proposal - View details *(Suggesting user)*

Click 'Close' to go back to the proposal inbox screen

Document circulation – *Proposal*

agileoffice
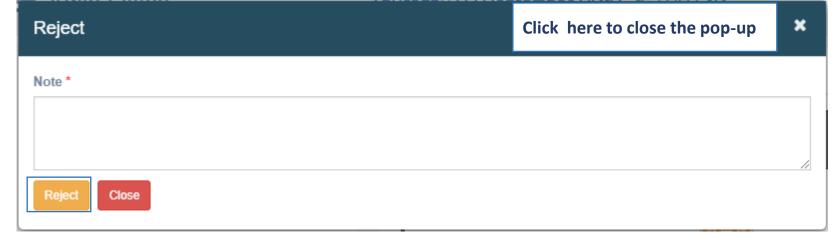
Proposal - Approve / Reject

Approve

Click here to close the pop-up

Fill the details in the corresponding fields

Note *

Approve   Close

Note:- Fields marked with asterisk(*) symbol are mandatory

Reject

Click here to close the pop-up

Note *

Reject   Close

Document circulation – *Proposal*
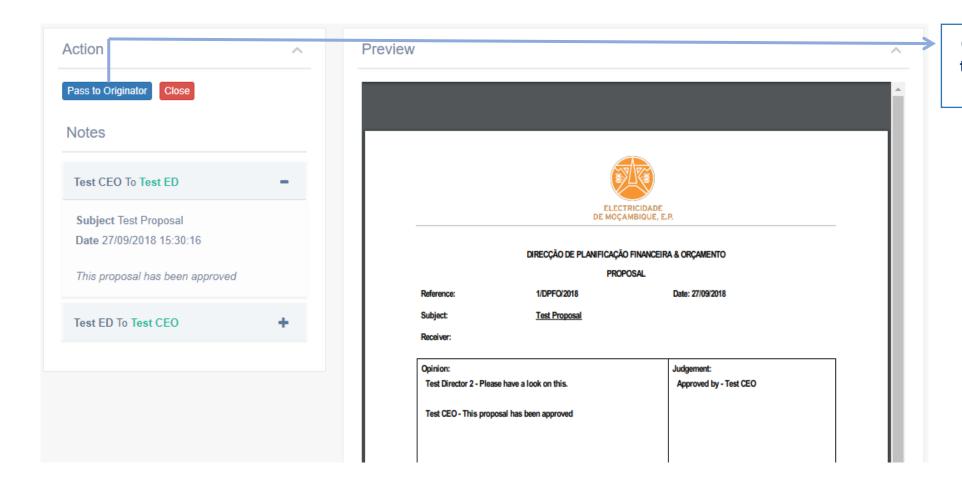
Proposal - View details *(For the intermediate Person if the proposal has been approved)*
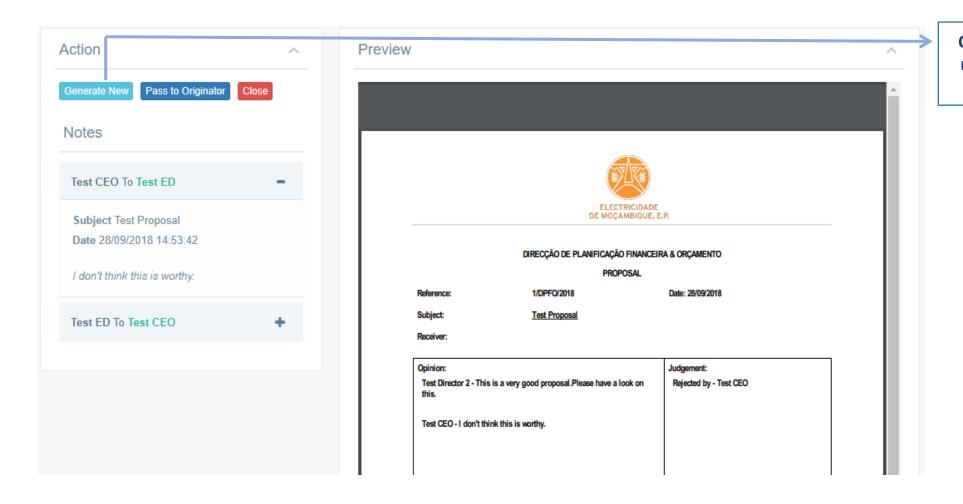
Click 'Pass to Originator' to pass the proposal to the originator or the proposal

Document circulation – *Proposal*

agileoffice

Proposal - View details *(For the intermediate Person if the proposal has been rejected)*
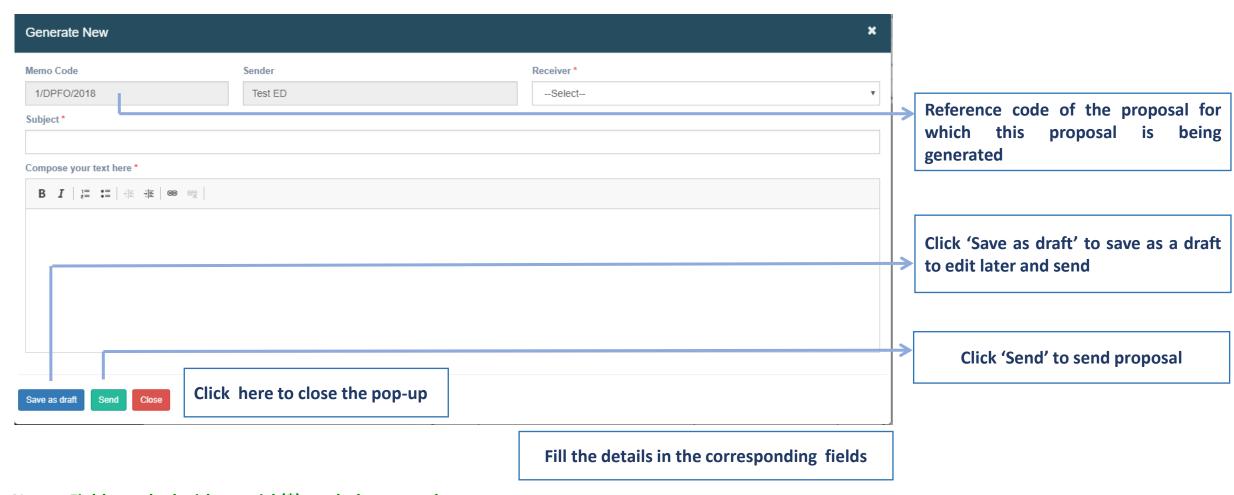
Click 'Generate New' generate a new proposal with reference to the current proposal

Document circulation – *Proposal*

agileoffice

Proposal - Compose *(Director or above)*

Generate New ✕

Memo Code

1/DPFO/2018

Sender

Test ED

Receiver *

--Select--

Subject *

Compose your text here *

B *I* | ≣ :≣ | ≡ ≡ | ⌔ ⌔

Save as draft   Send   Close

Reference code of the proposal for which this proposal is being generated

Click 'Save as draft' to save as a draft to edit later and send

Click 'Send' to send proposal

Click here to close the pop-up

Fill the details in the corresponding fields

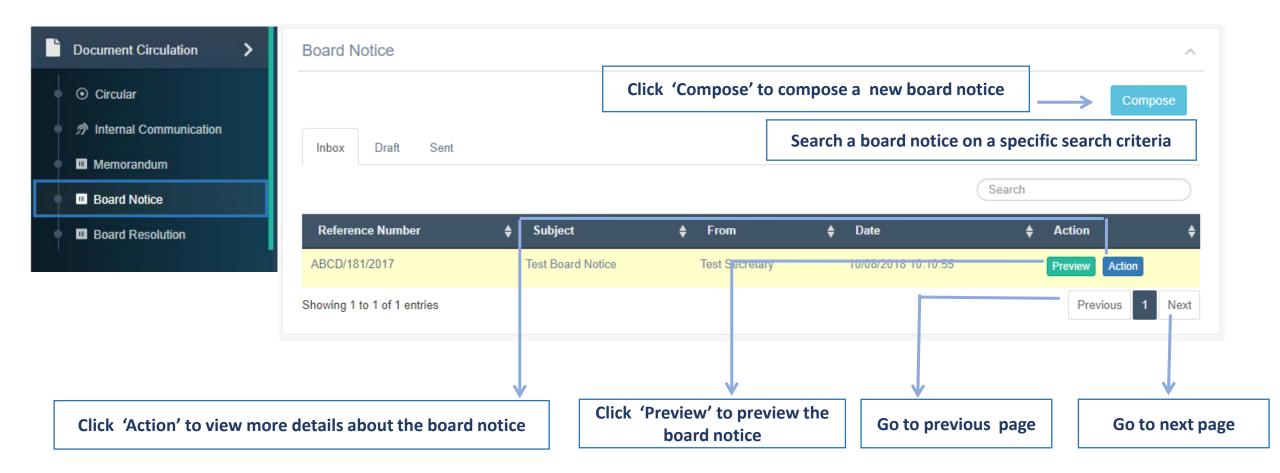**Note:- Fields marked with asterisk(*) symbol are mandatory**

Board notice

The Board Notice can only be circulated by the CEO of the organization
CEO can assign a secretary (who has the role to compose) to write the board notice on his behalf.

Document circulation – *Board notice*

agileoffice

Board notice - Inbox

Document Circulation >

- ⊙ Circular
- 🎧 Internal Communication
- 📖 Memorandum
- 📖 **Board Notice**
- 📖 Board Resolution

Board Notice

Click 'Compose' to compose a new board notice → **Compose**

| Inbox | Draft | Sent |

Search a board notice on a specific search criteria

Search

Reference Number ⬍	Subject ⬍	From ⬍	Date ⬍	Action ⬍
ABCD/181/2017	Test Board Notice	Test Secretary	10/08/2018 10:10:55	Preview Action

Showing 1 to 1 of 1 entries

Previous **1** Next

Click 'Action' to view more details about the board notice

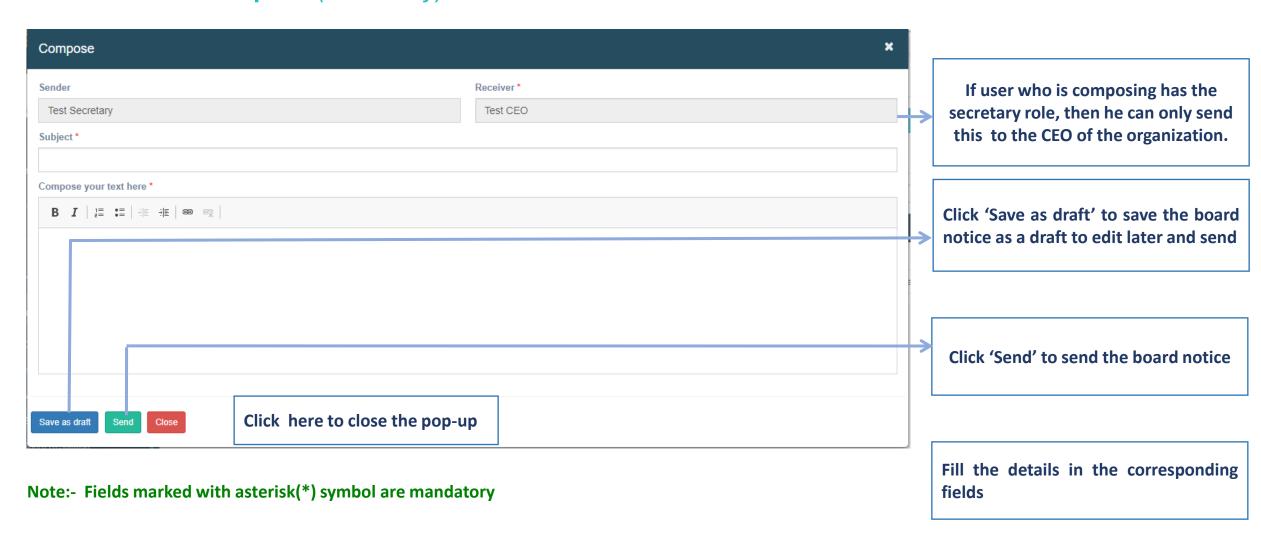Click 'Preview' to preview the board notice

Go to previous page

Go to next page

Note:- In some row the 'Action' button is not displayed, because the memo has been sent to other units

Document circulation – *Board notice*

Board notice - Compose *(Secretary)*

Compose

Sender
Test Secretary

Receiver *
Test CEO

Subject *

Compose your text here *

B *I*

Save as draft   Send   Close

Click here to close the pop-up

If user who is composing has the secretary role, then he can only send this to the CEO of the organization.

Click 'Save as draft' to save the board notice as a draft to edit later and send

Click 'Send' to send the board notice

Fill the details in the corresponding fields

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Board notice*

Board notice - Compose *(CEO)*

Fill the details in the corresponding fields

Click 'Save as draft' to save the board notice as a draft to edit later and send

Click 'Send' to send the board notice

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Board notice*

agileoffice

Board notice - Draft

Document Circulation

- Circular
- Internal Communication
- Memorandum
- Board Notice
- Board Resolution

Board Notice

Compose

Inbox | Draft | Sent

Search a board notice on a specific search criteria

Search

Reference Number	Subject	Date	Action
ABCD/181/2017	Test Board Notice	10/08/2018 10:06:33	Delete Edit

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Click 'Edit' to edit the board notice

Click 'Delete' to delete the item from draft

Go to previous page

Go to next page

Document circulation – *Board notice*

agileoffice

Board notice - Edit

Edit ✖

Sender

Test CEO

Receiver *

Todos Centros de Negócio e de Suporte

Subject *

Test Board Notice

Compose your text here *

B *I* | ≣ ≣ | ≣ ≣ | 🔗 🔗 |

This is to test the board notice.

Please ignore.

Save as draft   Send   Close

Fill the details in the corresponding fields

Click 'Save as draft' to save as a draft to edit later and send

Click 'Send' to send the board notice

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Board notice*

agileoffice

Board notice - Sent

Board Notice

Document Circulation >

- ⊙ Circular
- 🖉 Internal Communication
- ▥ Memorandum
- ▥ Board Notice
- ▥ Board Resolution

Compose

| Inbox | Draft | Sent |

Search a board notice on a specific search criteria

Search

Reference Number	Subject	To	Date	Action
ABCD/181/2017	Test Board Notice	Test CEO	10/08/2018 10:10:55	Preview

Showing 1 to 1 of 1 entries

| Previous | 1 | Next |

Click 'Preview' to preview the board notice

Go to previous page

Go to next page

xprodedge

Document circulation – *Board notice*

Board notice – View details *(CEO)*

Conversation between the participants of the board notice

Preview Section

Click 'Close' to go back to the board notice inbox screen

Document circulation – *Board notice*

Board notice – View details *(Secretary)*

Click 'Edit' to edit the board notice

Click 'Close' to go back to the board notice inbox screen

Document circulation – *Board notice*

agileoffice

Board notice – Review and send

Review and Send

Sender
Test CEO

Receiver *
Todos Centros de Negócio e de Suporte

Subject *
Test Board Notice

Compose your text here *

| **B** *I* |

This is to test the board notice.

Please ignore.

Send   **Close**

Click here to close the pop-up

Click here to close the pop-up

Fill the details in the corresponding fields

Click 'Send' to send the board notice

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Board notice*

agileoffice

Board notice – Reply

Reply ✖

Click here to close the pop-up

Sender
Test CEO

Receiver
Test Secretary

Subject
Test Board Notice

Note *

[Send] [Close]

Click here to close the pop-up

Click 'Send' to send the circular

Fill the details in the corresponding fields

Note:- Fields marked with asterisk(*) symbol are mandatory

Board resolution

The board resolution can only be circulated by any director or above to all the staff under his/her hierarchy of the organization.
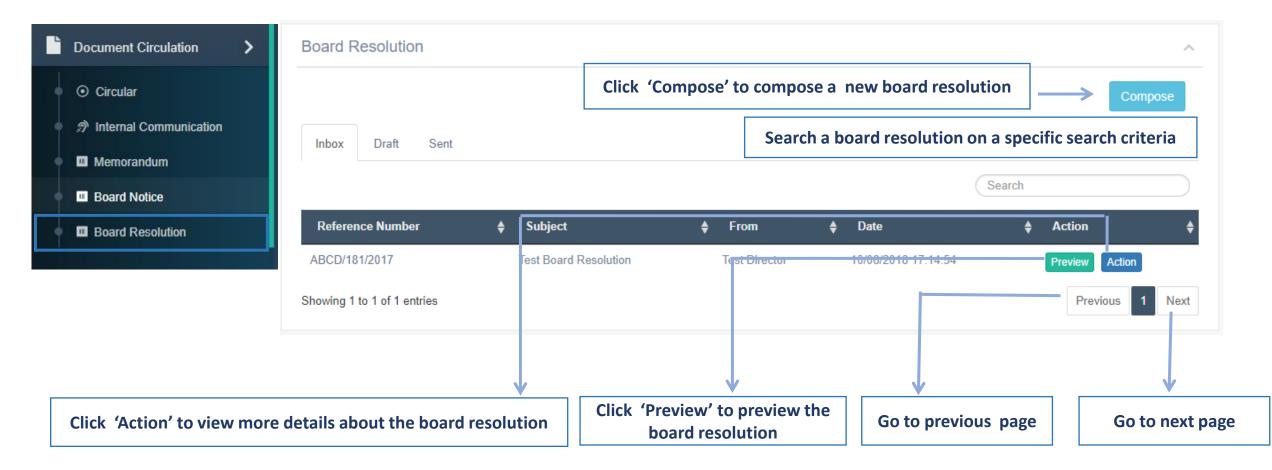
For example:

- Director IT can send to all employee under IT division

- ED can send it to all employee under his portfolio

- CEO can send it to all

Director or above can assign a sub-ordinate to write a board resolution on his behalf. It can be anybody who has the role to compose a board resolution

Document circulation – *Board resolution*

agileoffice

Board resolution – Inbox

Document Circulation ›
- ⊙ Circular
- 🔊 Internal Communication
- ▥ Memorandum
- ▥ Board Notice
- ▥ Board Resolution

Board Resolution ⌃

Click 'Compose' to compose a new board resolution → **Compose**

Search a board resolution on a specific search criteria

| Inbox | Draft | Sent |

Search

Reference Number	Subject	From	Date	Action
ABCD/181/2017	Test Board Resolution	Test Director	10/08/2018 17:14:54	Preview Action

Showing 1 to 1 of 1 entries

Previous **1** Next

Click 'Action' to view more details about the board resolution

Click 'Preview' to preview the board resolution

Go to previous page

Go to next page

Note:- In some row the 'Action' button is not displayed, because the memo has been sent to other units

xprodedge

Document circulation – *Board resolution*

agileoffice

Board resolution – Compose *(Secretary)*

Compose   ✕

Sender
Test Secretary

Receiver *
--Select--

Subject *

Compose your text here *

B I | ≔ ≔ | ⇥ ⇤ | 🔗 🔗 | ?

Save as draft   Send   Close

If user who is composing has the secretary role, then he can only send this to any director or above level employee of the organization.

Click 'Save as draft' to save the board resolution as a draft to edit later and send

Click 'Send' to send the board resolution

Click here to close the pop-up

Fill the details in the corresponding fields

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Board resolution*

agileoffice

Board resolution – Compose *(Director or above)*

Compose ✕

Sender
Test Director

Receiver *
Todos Centros de Negócio e de Suporte

Subject *

Compose your text here *

B *I* | ≣ ≣ | ≡ ≡ | ⧉ ⧉ | ?

Save as draft   Send   Close

Fill the details in the corresponding fields

Click 'Save as draft' to save the board resolution as a draft to edit later and send

Click 'Send' to send the board resolution

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Board resolution*

Board resolution – Draft

Search a board resolution on a specific search criteria

Click 'Edit' to edit the board resolution

Click 'Delete' to delete the item from draft

Go to previous page

Go to next page

Document circulation – *Board resolution*

agileoffice

Board resolution – Edit

Fill the details in the corresponding fields

Click 'Save as draft' to save as a draft to edit later and send

Click 'Send' to send the board resolution

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Board resolution*

Board resolution – Sent

Document Circulation
- Circular
- Internal Communication
- Memorandum
- Board Notice
- **Board Resolution**

Board Resolution

Compose

Inbox | Draft | **Sent**

Search a board resolution on a specific search criteria

Search

Reference Number	Subject	To	Date	Action
ABCD/181/2017	Test Board Resolution	Test Director	10/08/2018 17:08:09	Preview

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Click 'Preview' to preview the board resolution

Go to previous page

Go to next page

Document circulation – *Board resolution*

Board resolution – View details *(Director or above)*

Conversation between the participants of the board resolution

Preview Section

Click 'Close' to go back to the board resolution inbox screen

Document circulation – *Board resolution*

Board resolution – View details *(Secretary)*

Click 'Edit' to edit the board resolution

Click 'Close' to go back to the board resolution inbox screen

Document circulation – *Board resolution*

Board resolution – Review and send

Review and Send

Sender
Test Director

Receiver *
Todos Centros de Negócio e de Suporte

Subject *
Test Board Resolution

Compose your text here *

This is to test the board resolution.

Please ignore.

Send **Close**

Click here to close the pop-up

Fill the details in the corresponding fields

Click 'Send' to send the board resolution

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Board resolution*

Board resolution – Reply

Reply   **Click here to close the pop-up**   ✕

Sender

Test Director

Receiver

Test Secretary

Subject

Test Board Resolution

Note *

Send   Close   **Click here to close the pop-up**

Click 'Send' to send the board resolution   **Fill the details in the corresponding fields**

Note:- Fields marked with asterisk(*) symbol are mandatory
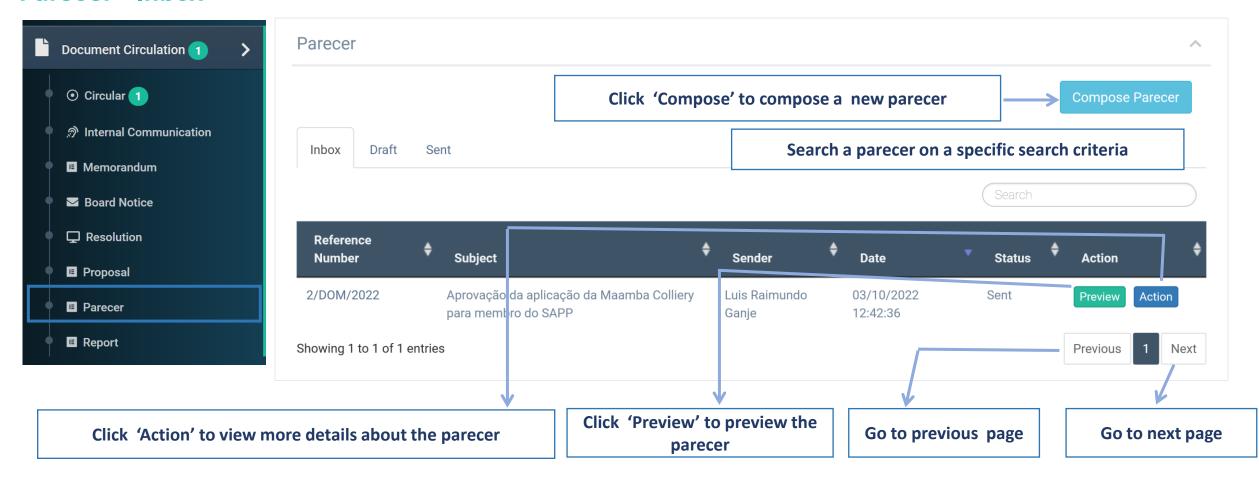
Parecer

A Director or above level staff can send a Parecer to his next level in the same division or in any other division. It should be one way. Basically, a report submission to next level.

Director → CEO or Secretary → Director → CEO etc.

Document circulation – *Parecer*

Parecer – Inbox

Document Circulation 1

- ⊙ Circular 1
- 🔊 Internal Communication
- ▤ Memorandum
- ✉ Board Notice
- 🖥 Resolution
- ▤ Proposal
- ▤ Parecer
- ▤ Report

Parecer

Click 'Compose' to compose a new parecer → **Compose Parecer**

Inbox   Draft   Sent

Search a parecer on a specific search criteria

Search

Reference Number	Subject	Sender	Date	Status	Action
2/DOM/2022	Aprovação da aplicação da Maamba Colliery para membro do SAPP	Luis Raimundo Ganje	03/10/2022 12:42:36	Sent	Preview Action

Showing 1 to 1 of 1 entries

Previous 1 Next

Click 'Action' to view more details about the parecer

Click 'Preview' to preview the parecer

Go to previous page

Go to next page

Document circulation – *Parecer*

agileoffice

Parecer - Compose *(Secretary)*

Compose Parecer

Originator
AD5579 - Giovanne Massinga

Receiver *
AFA501 - Claudio Francisco Antonio Dambe

Is Parecer For Suggestion ☐

CC
Select Some Options

Subject *

Receiver *

Compose your text here *

Attachments

Choose file   Upload   ➕   File Name   Action

Save as draft   Submit   Close

A user with the Secretary role can send the document to the Directorate, Admin, or multiple divisions, including the CEO. However, the document must first be reviewed by the Originator.

Click 'Save as draft' to save the parecer as a draft to edit later and send

User can upload necessary file for documents from here

Click 'Submit' to send the parecer to originator

Fill the details in the corresponding fields

Click here to close the pop-up

This Receiver name can be set from here that will show on Receiver field on the parecer.

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Parecer*

Parecer - Compose *(Director or above)*

Compose Parecer ✕

Originator
> Giovanne Massinga

Receiver *
> AFA501 - Claudio Francisco Antonio Dambe ▾

Is Parecer For Suggestion ☐

CC
> Select Some Options

Subject *

Receiver *

Compose your text here *

Attachments

Choose file	Upload	➕	File Name	Action

Save as draft   Send   Close

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

If user who is composing has the directorate or above role, then he can send it to directorate or above level of the same or different division

Click 'Save as draft' to save the parecer as a draft to edit later and send

Click 'Send' to send the parecer

Fill the details in the corresponding fields

Document circulation – *Parecer*

Parecer - Draft

Document Circulation 1

- ⊙ Circular 1
- Internal Communication
- Memorandum
- Board Notice
- Resolution
- Proposal
- Parecer
- Report

Parecer

Compose Parecer

Inbox Draft Sent

Search a parecer on a specific search criteria

Search

Reference Number	Subject	Date	Action
PA-DRAFT.4002.2025	TestDr	05/02/2025 12:00:51	Delete Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

Click 'Edit' to edit the parecer

Click 'Delete' to delete the item from draft

Go to previous page

Go to next page

Document circulation – *Parecer*

agileoffice

Parecer- Edit

Fill the details in the corresponding fields

Click 'Save as draft' to save as a draft to edit later and send

Click 'Send' to send the parecer

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

xprodedge

Document circulation – *parecer*

Parecer- Sent

Document Circulation 1

- Circular 1
- Internal Communication
- Memorandum
- Board Notice
- Resolution
- Proposal
- Parecer
- Report

Parecer

Compose Parecer

Inbox | Draft | **Sent**

Search a parecer on a specific search criteria

Search

Reference Number	Subject	To	Date	Action
SYS-DRAFT/DTI/2025	testsend	Giovanne Massinga	05/02/2025 12:14:52	Preview

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Click 'Preview' to preview the parecer

Go to previous page

Go to next page

Document circulation – *Parecer*

Parecer– View details *(CEO)*

Cilck here to assign delegate for this document

Preview Section

Click 'Close' to go back to the parecer inbox screen

Document circulation – *Parecer*

Parecer – View details *(Director)*

Click 'Review and Send' to send the parecer to the receiver that the secretary is selected

Click 'Reply' to reply the parecer

Click 'Close' to go back to the parecer inbox screen

Document circulation – *Parecer*

Parecer– Review and send

Review and Send

Originator
Giovanne Massinga

Receiver *
AFA501 - Claudio Francisco Antonio Dambe

Is Parecer For Suggestion ☐

CC
Select Some Options

Subject *
Test Parecer - 1

Receiver *
Dambe

Compose your text here *

Test Parecer - 1

Attachments
Choose file   Upload   ➕

File Name   Action

Send   Close

Click here to close the pop-up

Fill the details in the corresponding fields

User can upload necessary file for documents from here

Click 'Send' to send the parecer

Click here to close the pop-up

Note:- Fields marked with asterisk(*) symbol are mandatory

Document circulation – *Parecer*

Parecer– Reply

Reply

Click here to close the pop-up

Sender

Giovanne Massinga

Receiver

Arlindo Mapangane

Subject

Test Parecer - 1

Receiver

Dambe

Note *

Fill the details in the corresponding fields

Please select a file to upload.

Browse... No file selected.

Click here to close the pop-up

Send   Close

Click 'Send' to send the parecer

Note:- Fields marked with asterisk(*) symbol are mandatory

agileoffice

xprodedge

Offices

India

Plot no.353, 1st Floor, Infocity Ave,
Sishu Vihar, Patia, Bhubaneswar-751024,
Odisha, India

Singapore

60 Eu Tong Sen Street, #02 03,
Furama City Centre, Singapore - 059804

LinkedIn   Facebook   www.xprodedge.com