

# Documents Control System Features

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1. **Automatic numbering:** Automatic numbering assigns unique numbers to each document, making it easier to track and manage them. This also helps prevent duplicate documents and ensures that each document is easily identifiable. These numbers formats are based on the type of document. Each document should have a BIN number to find its physical location.
2. **Department and location selection:** This feature allows users to select the relevant department and location for each document, making it easier to manage and track documents across different departments and locations.
3. **Document type:** This feature allows users to categorise documents based on their type, such as contracts, policies, procedures, and so on. This makes it easier to search for and retrieve documents based on their type.
4. **Writing to and Receiving from:** This feature allows users to track the movement of documents between different departments and individuals. This helps ensure that documents are processed and reviewed by the appropriate individuals.
5. **Document subject and description fields:** These fields allow users to provide a brief summary and description of each document, making it easier to search for and retrieve documents based on their subject matter.
6. **Attachments:** This feature allows users to attach relevant files and documents to each document, making it easier to manage and track related documents.
7. **Track document status:** This feature allows users to track the status of each document, such as whether it has been reviewed, approved, rejected, or is pending review. This helps ensure that documents are processed in a timely manner and that the appropriate actions are taken.

## How it Works

1. **Step -1:** Choose the location and type of document
2. **Step -2:** Select the date and choose the category of document. On completion of step two, an automatic number will be allocated to this document, based on document type. (Choose category from list or add if not in list)
3. **Step -3:** Write Subject
4. **Step -4:** Choose Department / Ministry (add if not in list)
5. **Step -5:** Write the letter or copy paste from MS Office, etc.
6. **Step -6:** Attach letter received from party/customer (multiple attachments)
7. **Step -7:** Attach letter sent to party/customer (multiple attachments)
8. **Step -8:** Save

**Note:** 1. Tracking feature is not required in beginning.  
2. Only admin panel with user access control is required (add, edit, delete, view)

Budget: Previous agreement was **PKR 20,000** and time to complete **7 days**