

# Smart e Office

simple, yet effective  
Cloud based workflow automation system

Electronic record

Intranet env.

Decision mgmt.

Accountability

- » Each Communication is auto mailed
- » File Contains both note and document
- » Monitoring of pendency by action or speed
- » Confidential file management
- » Easy retrieval of record
- » Assignment status tracking



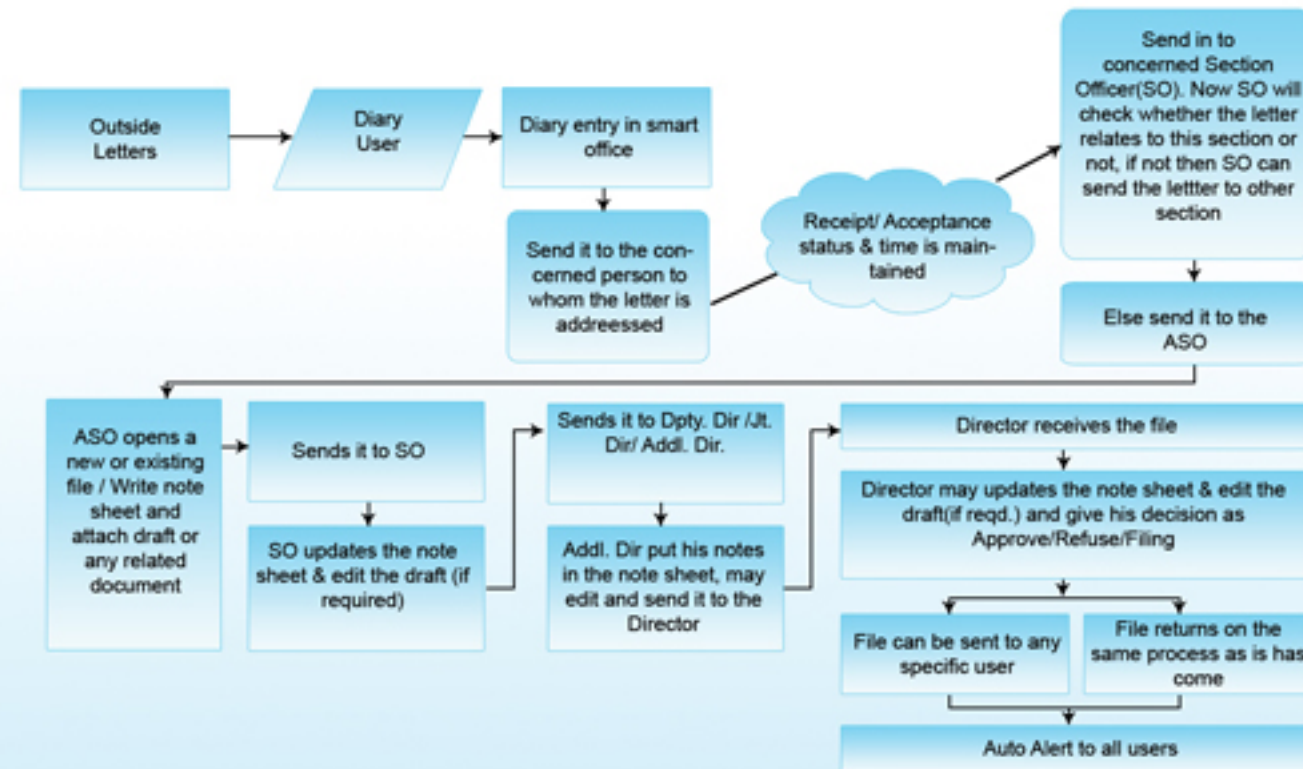
Mobile



i-Pad



Tablet



# Smart e Office features & benefits



## e-File

e-file has both note sheet & enormous document handling skill. Note sheet section covers noting, where document section can be attached with multiple files.



## Cloud Environment

Wherever location the branch offices are, the file can easily move through cloud. Each of the file comes with an instant e-mail communication.



## Compatible to i-Pad & Tablet

File movement & all the reports are compatible to i-Pad. Similarly Tablet and digital signature can be used on requirement.

Smart Office is a revolutionary solution for every one who runs an office of any size and domain

– Prof S N Kulkarni, Chancellor (Designate), Dhauadhar Hill University, Himachal Pradesh, India –

## Contact Details

### Bhubaneswar Office

N6/373, IRC Village, Near Jayadev Vihar  
Bhubaneswar - 751 015, Odisha, India  
Ph.: +91 674 2360573  
Fax: +91 674 2360724  
Email: info@lipl.in, www.luminousinfoways.com

### New Delhi

Flat No.- 2021, Sector-B, Pocket-2 (B-2),  
Vasant Kunj New Delhi-110 070, India  
Email: info@lipl.in  
Ph No. : +91 11 26122123



## Workflow and ERMS

File can move from user to user till the assignment is complete. Position & accountability of the file are tracked at every moment. All records are easy to access through an auto updated Electronic record management system.



## Update your file through mobile & SMS

While the file moves on Smart Office, and e-mail and sms notification goes to the users. User can respond to the file on the email or by sms itself, the noting will be updated on the file.



## Private Secretary Access

Special provision to private secretary to access the files of the Boss. Can make the draft on behalf of the Boss.



## Business analytics & Decision support system

Smart Office works at a watch guard to execute all the assignment on time. It lets the user and mgmt. know about the pendency at difference level with sms notification and e-mail alert. Several business analytics are generated to help enterprise taking critical business decision.