



# WARID

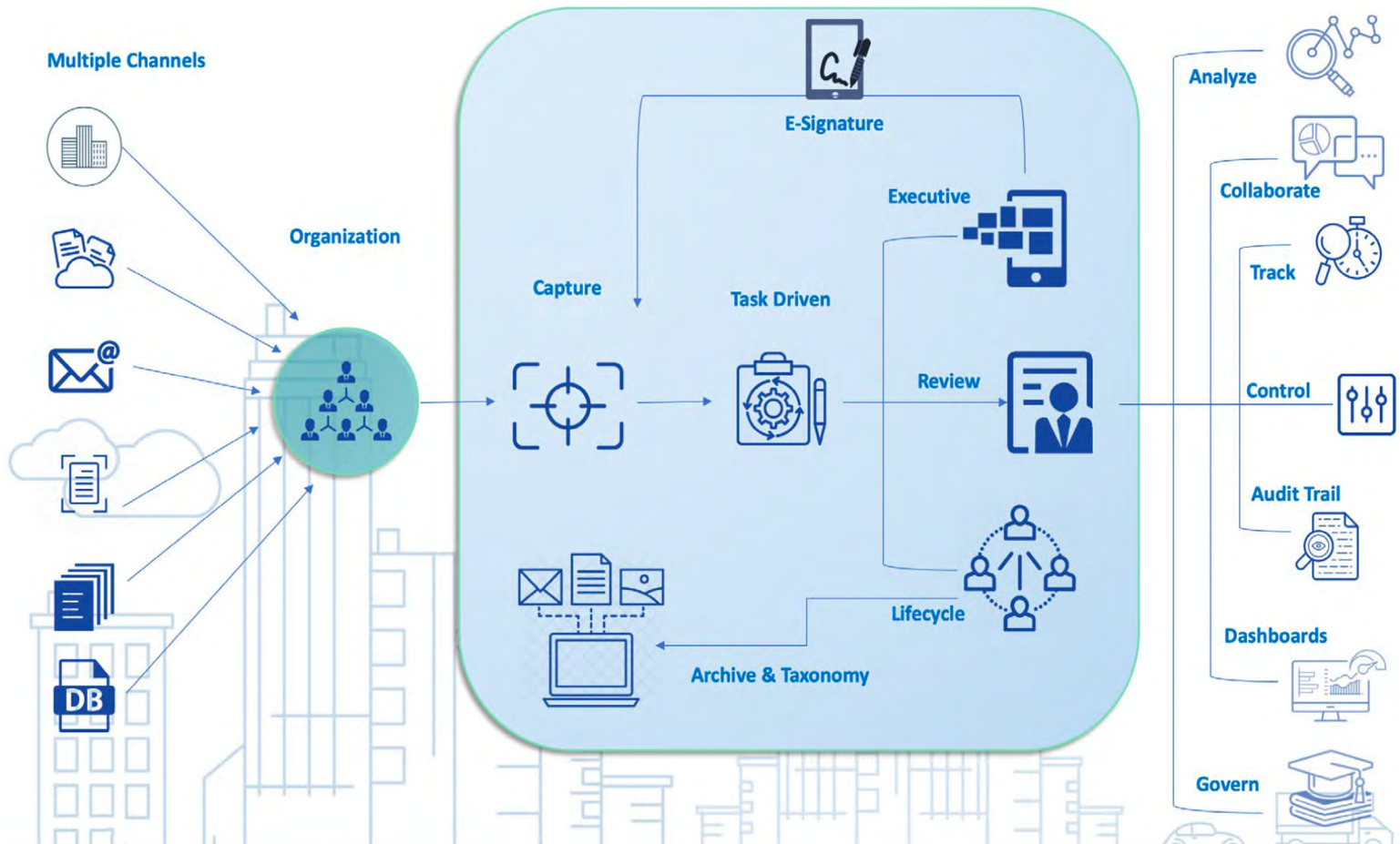
**Correspondence Management Framework**

**By**

 **CompTech**co.  
Govern.Transform.Discover

## WARID Correspondence Management Framework

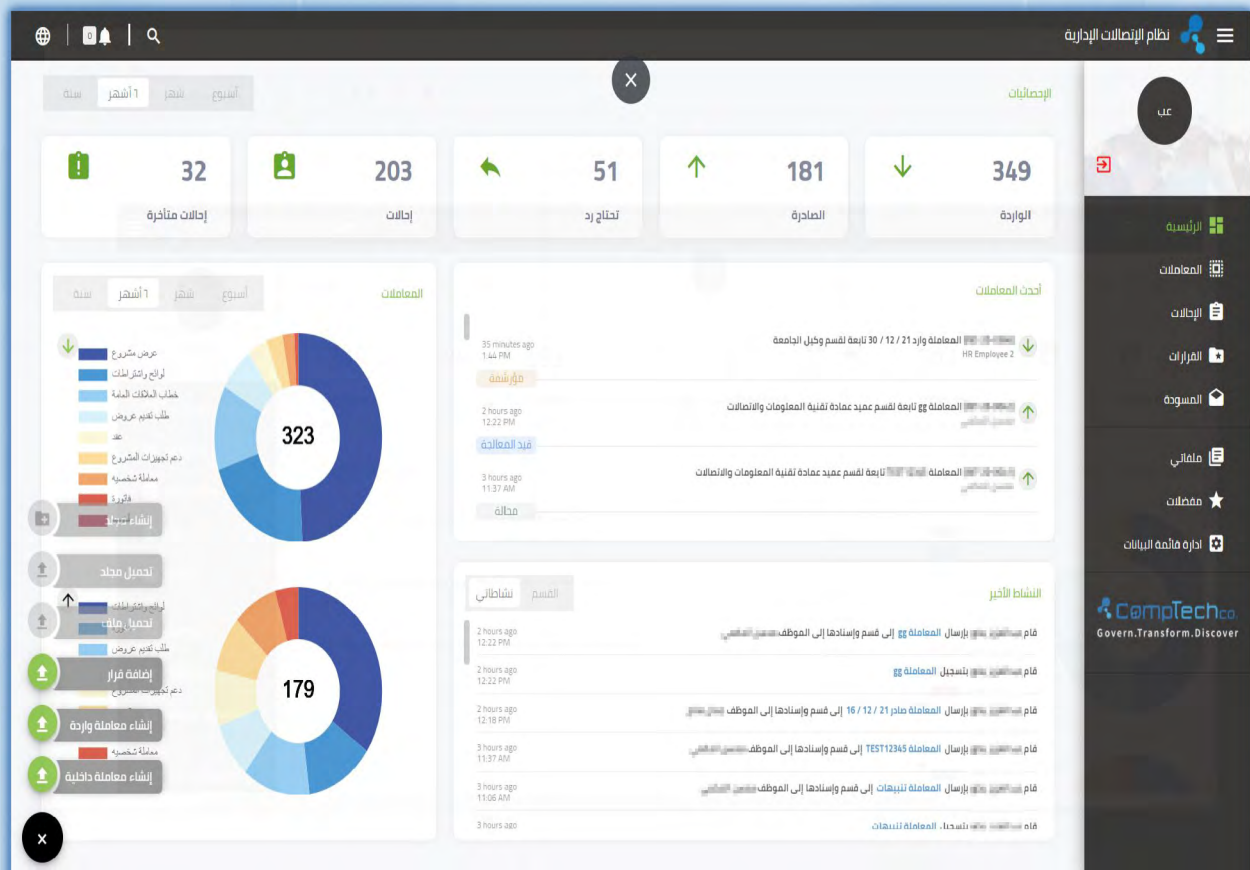
WARID is CompTechCo's framework and solution for the Management, Governance, Automation and Traceability of Internal, Incoming and Outgoing Correspondence for any Organization **منظومة وارد للاتصالات الإدارية والمراسلات الآلية**. A proud, Saudi made and registered product, WARID delivers a next generation and future proof approach for all organizations that require a high performance, secure and scalable solution for the management, governance and traceability of correspondence





WARID is engineered and architected on top of the leading Hyland-Nuxeo Content Services Platform. It is fully Arabized in content and container, and leverages the most modernized technology concepts for software architecture, such as Low Code development, Open Source, Native Cloud, Containerized and Micro Services Architecture.

All these ingredients integrated together to provide a world class, high performance, highly secure and scalable Correspondence Management System



The WARID framework consists of the following components:

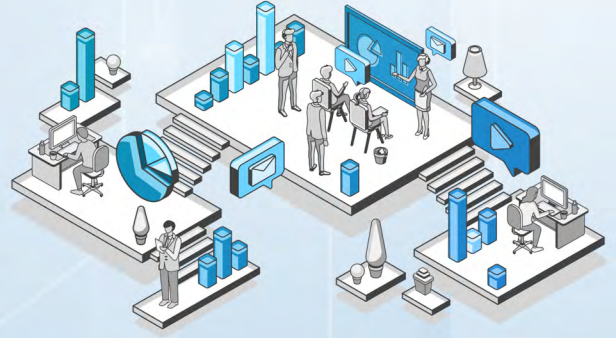
### • Capture:

For the capture, as well as creation of all correspondence types (Incoming, Internal, Outgoing, Memos...) using an Omni-Channel approach (Capturing documents through scanning, email capture, OCR with at least an 85% accuracy, as well as connectors and Rest APIs to capture correspondence from any 3rd party Application or data source)

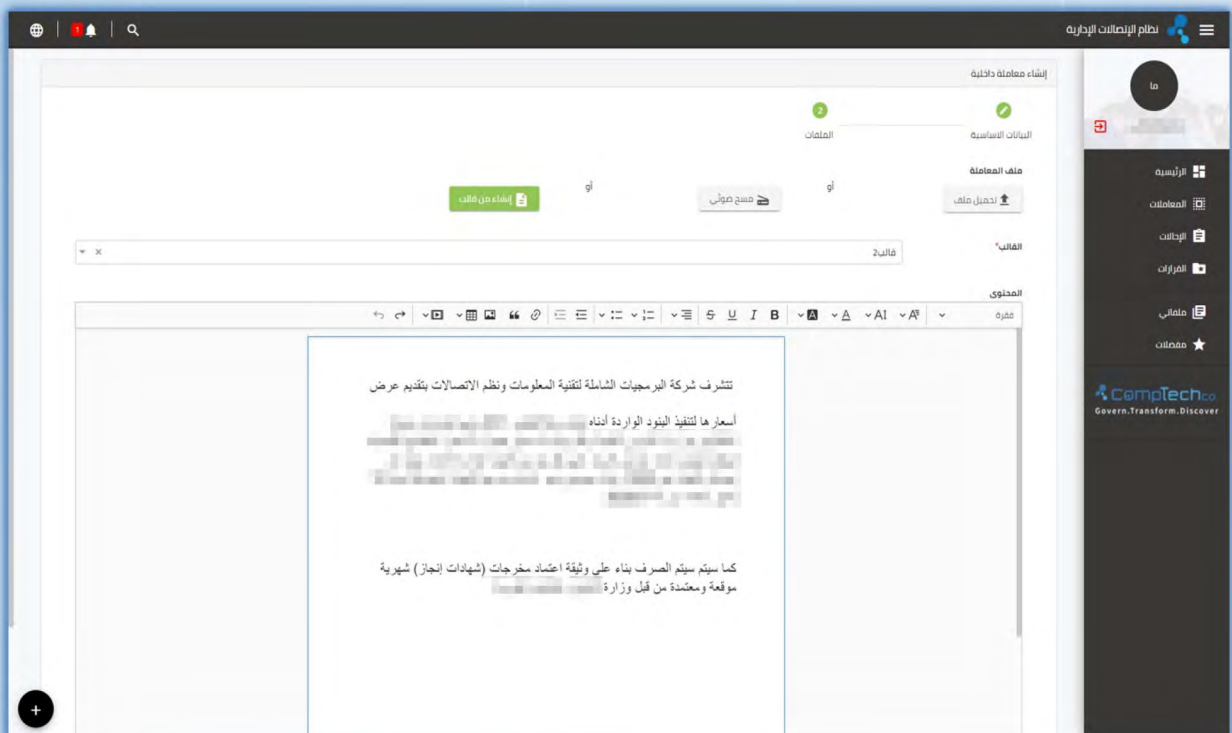




• **Workspace: The Correspondence**  
Workspace provides a unified and 360 view regarding all elements and segments pertaining to the Correspondence within one integrated experience, such as:



- a. Bar code: Supports all bar code types including QR Code, 2d and 3D, including Dynamic Bar Code Generation on the Image.
- b. Annotation and Collaboration: includes a Universal Viewer which allows privileged user to provide comments, e-Stamps, Sticky notes as well as Document Masking.
- c. Digital Signature: provides secure and NCDC approved Digital Signature. through native Connectors with IMDA and SIGN.
- التوقيع الالكتروني عن طريق "إمضاء" و "صاين"، معتمد من المركز الوطني للتصديق الرقمي
- d. Correspondence Metadata.
- e. Correspondence Actions based on defined and configured business rules.
- f. Correspondence History and Detailed Audit Trail.
- g. Correspondence Attachments.
- h. Linked Correspondence.
- i. Correspondence related Physical Archiving, as well as Records Retention and Disposition Policy.







- **Correspondence Publishing:**

**Publishing the Correspondence through:**

- a. **Outgoing Correspondences** مشروع صادر with support for native MS Office integration.
- b. **Connector with the National Correspondence Hub,** part of the Saudi Digital Government Authority.

نظام الاتصالات الإدارية

تم العثور على 86 نتائج

رقم المعاملة	الحالة	الموضوع	اتجاه المعاملة	تاريخ الإنشاء	القسم	مسئله لـ	تحتاج إلى رد
INC-20-0190	معالجة	معاملة جديدة	دخلي	2020/11/25	الموارد البشرية	Hr employee	<input checked="" type="checkbox"/>
INC-20-0316	قيد الدراسة	معاملة المقاربية	دخلي	2020/12/09	عميد عمادة تقنية المعلومات والاتصالات	محسن الحكمي	<input checked="" type="checkbox"/>
INC-20-0040	مؤرشفة	aaa	دخلي	2020/07/09	hr	Hr employee	<input checked="" type="checkbox"/>
INC-20-0376	معالجة	معاملة جديدة	دخلي	2020/12/27	عميد عمادة تقنية المعلومات والاتصالات	محسن الحكمي	<input checked="" type="checkbox"/>
INC-20-0043	معالجة	معاملة جديدة	دخلي	2020/07/09	hr	Hr employee	<input checked="" type="checkbox"/>
INC-20-0042	مؤرشفة	معاملة واردة من وزارة الاتصالات	دخلي	2020/07/09	hr	Hr employee	<input checked="" type="checkbox"/>
INC-20-0321	معالجة	طلب عقاري	دخلي	2020/12/10	عميد عمادة تقنية المعلومات والاتصالات	محسن الحكمي	<input checked="" type="checkbox"/>
INC-20-0372	قيد الدراسة	هنا الموضوع	دخلي	2020/12/23	عميد عمادة تقنية المعلومات والاتصالات	محسن الحكمي	<input checked="" type="checkbox"/>
INC-20-0374	قيد الدراسة	تنبيهات	دخلي	2020/12/27	عميد عمادة تقنية المعلومات والاتصالات	محسن الحكمي	<input checked="" type="checkbox"/>
	مسودة		دخلي	2020/07/09	-		<input checked="" type="checkbox"/>
INC-20-0220	قيد الدراسة	معاملة جديدة	دخلي	2020/11/30	عميد عمادة تقنية المعلومات والاتصالات	محسن الحكمي	<input checked="" type="checkbox"/>
INC-20-0221	معالجة	معاملة عاجلة	دخلي	2020/11/30	عميد عمادة تقنية المعلومات والاتصالات	محسن الحكمي	<input checked="" type="checkbox"/>

إعادة تعيين الكل

الاسم

التحجيم

تاريخ الإنشاء

اتجاه المعاملة

فئة عامل التصنيف

☐ واردة (69)

☐ مبادرة (15)

نوع المعاملة

فئة عامل التصنيف

☐ بوابات واشتراكات (18)

☐ طلب لتقديم عروض (8)

☐ دعم لتجهيزات المشروع (4)

☐ معاملة شخصية (4)

☐ عرض مشروع (4)

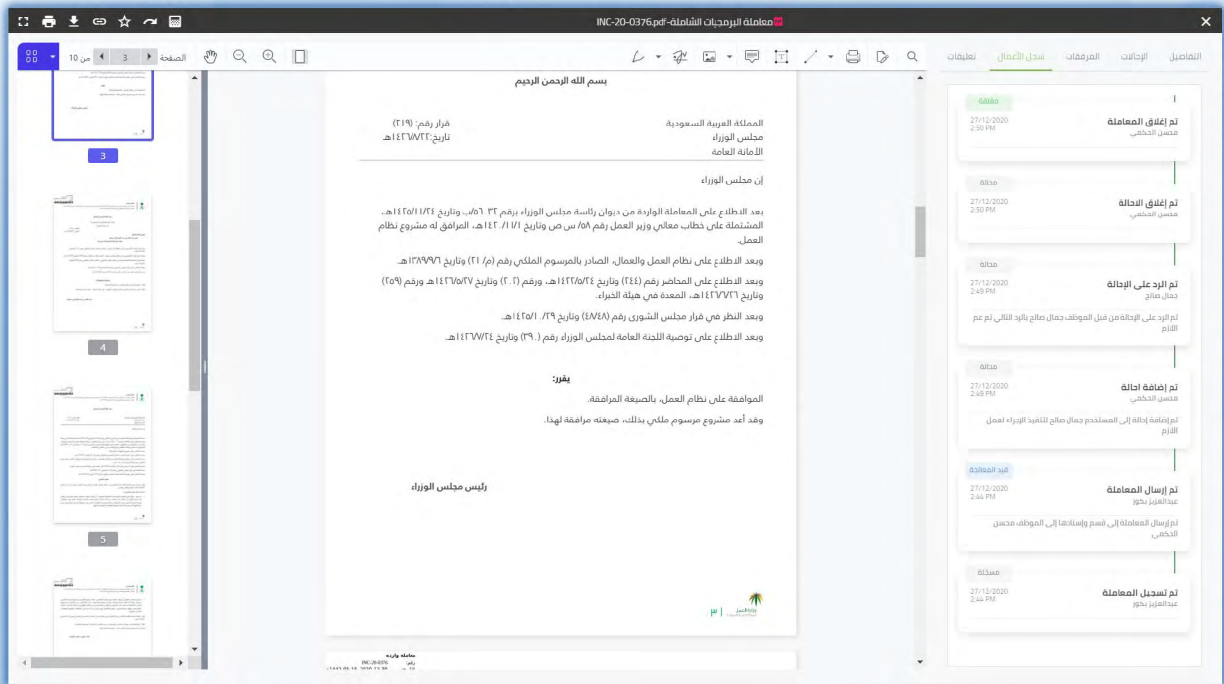
القسم



- **Search:** providing a best in class search experience, supports faceted search and full text search, leveraging the Hyland-Nuxeo Search experience which is powered by ELASTIC Search. Full text search can also be based on real time and dynamic Arabic OCR results.



- **Task Management:** WARID incorporates a comprehensive Task Management Module, which supports Task Prioritization, Alerting and Notifications, Deadline Management, Task Delegation and comprehensive Task Delegation Services.



### • Correspondence Traceability:

Assuring detailed Correspondence Lifecycle Traceability and Audit Trail, through comprehensive reports, statistics and tailored dashboards for department managers.



### • Executive User Experience and Mobility:

WARID provides privileged users with a comprehensive 'C Suite' experience, which emphasizes on workforce productivity aligned with KPIs, and caters to the Mobile workforce with native and customized IOS and Android enabled Correspondence Management Solutions.

**Start building your Correspondence Management Journey with CompTechCo!**





Comprehensive Technology Company (CompTechCo) is a Proud and Innovative Saudi company, which delivers superior quality and best in class IT Consultancy and Solutions, covering the following

- Enterprise Architecture (EA) and Digital Transformation Strategies
- Data Management Office (DMO) Establishment- Operations and Enterprise Data and AI Strategies
- Content Services Platforms, including Document Management, Records Management, Digital Asset Management, Correspondence Management and Board Meeting Management Solutions
- Digital Service and Business Process Automation Platforms
- Robotic Process Automation (RPA) and Digital Workforce Platforms

Since 2015, CompTechCo has pivoted from its Enterprise Content Management heritage, to deliver diversified and best in class IT consultancy and Future Proof Process Automation solutions that contribute to the Kingdom's 2030 vision, and accelerate Digital Transformation Journeys for many prestigious organizations in Saudi Arabia, such as SABIC, Saudi Food and Drug Authority, Madinah Municipality, the Agriculture Development Fund and the Tourism Development Fund





**WARID**

**[www.comptechco.com](http://www.comptechco.com)**