E-Tapal

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Automating the Document Management System Embracing the Digital Transformation

FEATURES

- ✓ Inward – Outward Document Management with Ease
- ✓ Historical Data Search with a Click
- ✓ Transparency and Maintaining Digital Record of Documents
- ✓ Enhanced Work Efficiency
- ✓ Online File Creation, Forwarding and Closing
- ✓ Efficient Tracking and Monitoring of Files and Letters
- ✓ Instant Digital Backup of the Documents

E-Tapal ensures efficient use of Office Space by Reducing Clutter Delivering Centralized Repository for all Important Documents

What Do We Offer?

Secure Admin Panel
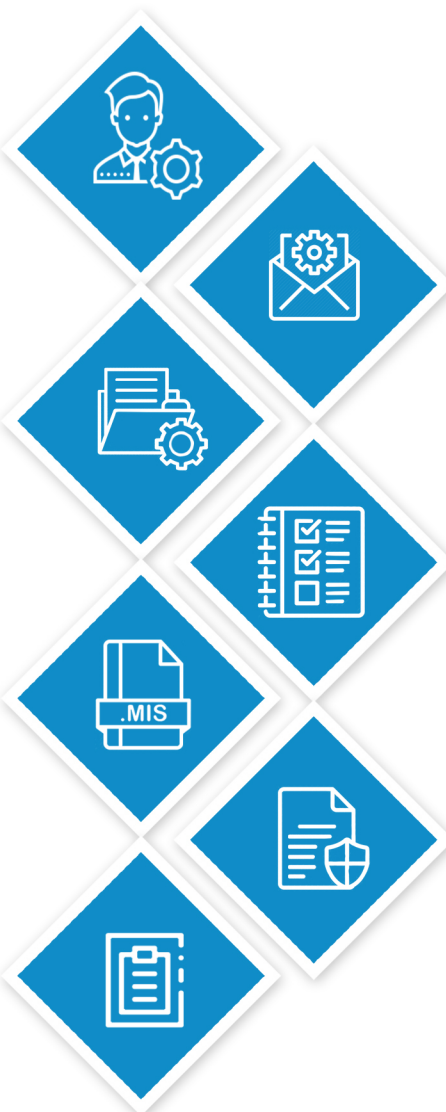(User Access, Master Data Management, Audit Logs)

Tapal/ Letter Management
(Inward Register, Outward Register, Tapal Track)

File Management
(File Creation and Forward, File Inbox, File History)

Office Note Management
(Office Note Creation and Forward, Office Note Inbox, Office Note History)

MIS
(Tapal Type wise pendency, User Wise Pendency, Inward Outward Summary Report, Complier Report and File & Office Note Report)

Safeguard Confidentiality of Information
(Rigorous Security Policies)

Complete Case Management Lifecycle