

Register

Document Archiving System

A Multiuser application for archiving documents with attributes like Expiry dates, Unique IDs, Groups & Categories.

Scan -> Index -> Store-> Retrieve

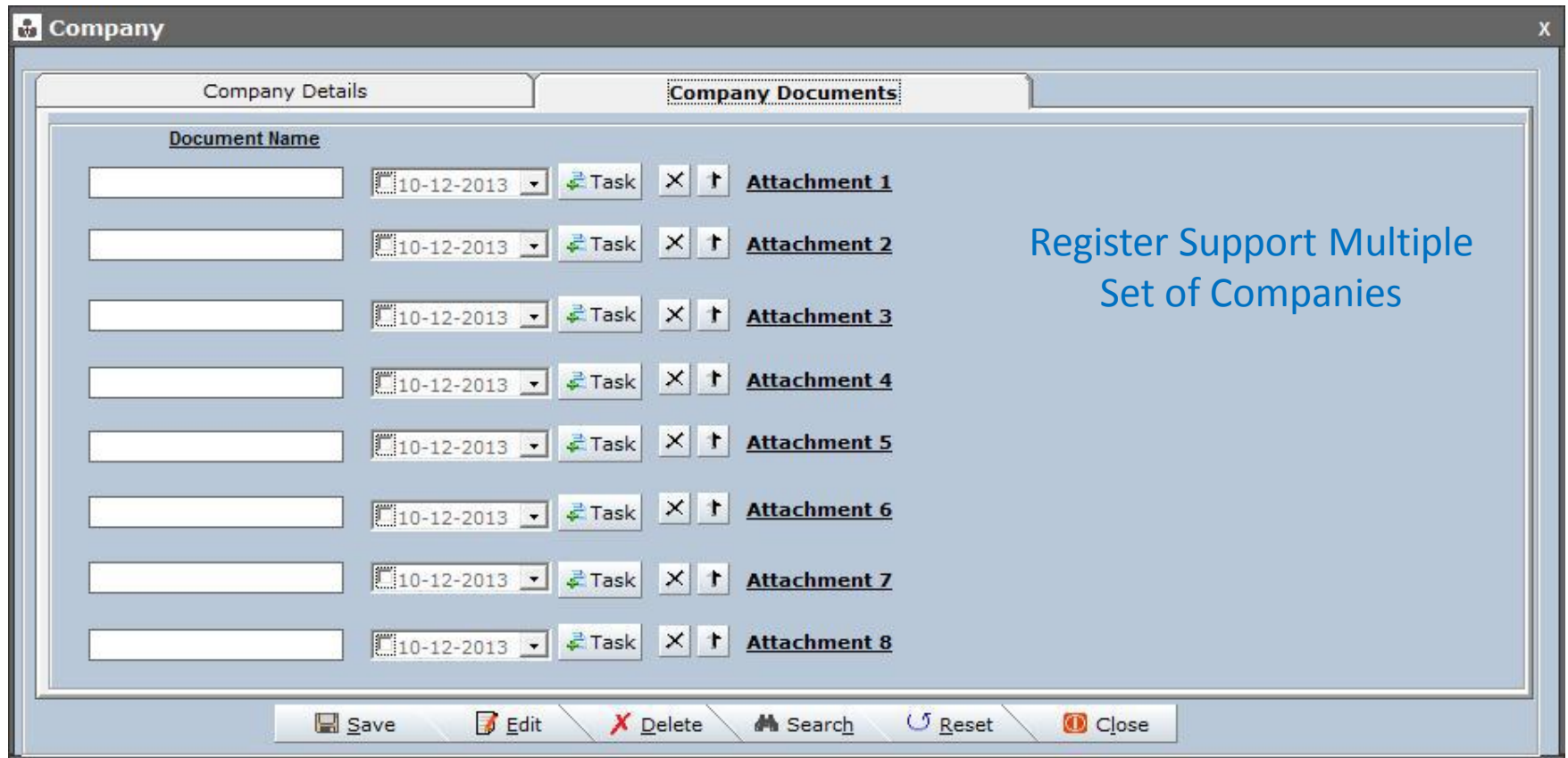
**Have a paperless office
and Recover your files
instantly.**



Register

Document Archiving System

Store all your Company Documents through Register – Input Expiry details and auto reminder will keep you informed before 30 days or 60 days up on your preference.



The screenshot displays the 'Company Documents' tab within the Register software. The interface includes a 'Document Name' header and a list of eight attachments, each with a date dropdown set to '10-12-2013', a 'Task' button, and 'Attachment 1' through 'Attachment 8' labels. A toolbar at the bottom contains buttons for Save, Edit, Delete, Search, Reset, and Close.

Document Name	Expiry Date	Action	Attachment Label
<input type="text"/>	10-12-2013	Task	Attachment 1
<input type="text"/>	10-12-2013	Task	Attachment 2
<input type="text"/>	10-12-2013	Task	Attachment 3
<input type="text"/>	10-12-2013	Task	Attachment 4
<input type="text"/>	10-12-2013	Task	Attachment 5
<input type="text"/>	10-12-2013	Task	Attachment 6
<input type="text"/>	10-12-2013	Task	Attachment 7
<input type="text"/>	10-12-2013	Task	Attachment 8

Register Support Multiple Set of Companies

Register

Document Archiving System

Through register we can store all details regarding Staff Members.

Employee

Employee Details Salary Details Other Attachments Penalty Visa Renewal Check List

Emp Code * Other Remarks

Employee Name *

Company Name

Location

Group

Other Ref

Mobile

Designation In Visa

Work Designation

Passport Status

Birthday Date

Nationality

Employee Documents

Document Name	Document Description	Expiry Date	Task	Attachment
Salary Number	<input type="text"/>	<input type="text" value="10-12-2013"/>		Attachment 1
Passport	<input type="text"/>	<input type="text" value="10-12-2013"/>		Attachment 2
Health Card	<input type="text"/>	<input type="text" value="10-12-2013"/>		Attachment 3
Driving License	<input type="text"/>	<input type="text" value="10-12-2013"/>		Attachment 4
Visa	<input type="text"/>	<input type="text" value="10-12-2013"/>		Attachment 5
Labour Card	<input type="text"/>	<input type="text" value="10-12-2013"/>		Attachment 6
Insurance	<input type="text"/>	<input type="text" value="10-12-2013"/>		Attachment 7
Emirates ID	<input type="text"/>	<input type="text" value="10-12-2013"/>		Attachment 8
Secuirty Pass	<input type="text"/>	<input type="text" value="10-12-2013"/>		Attachment 9
Residence	<input type="text"/>	<input type="text" value="10-12-2013"/>		Attachment 10

Employee Photo

Save Edit Delete Search Reset Close

Register

Document Archiving System

Attach all major and minor documents for each employee.

Employee

Employee Details Salary Details **Other Attachments** Penalty Visa Renewal Check List

Doc.No	Document Name	Expiry Date				
1	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 1
2	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 2
3	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 3
4	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 4
5	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 5
6	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 6
7	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 7
8	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 8
9	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 9
10	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 10
11	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 11
12	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 12
13	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 13
14	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 14
15	<input type="text"/>	10-12-2013		<input type="checkbox"/>	<input type="checkbox"/>	Attachment 15

[Previous Documents Attachment](#) [Click here...](#)

Save Edit Delete Search Reset Close

Register

Document Archiving System

For PRO support there is a Visa Renewal Checklist is also facilitated with Register Software.

Employee

Employee Details Salary Details Other Attachments Penalty **Visa Renewal Check List**

Photos Attached

Medical Attached 10-12-2013

Emirates ID Attached 10-12-2013

Labour Card Attached 10-12-2013

Residence Attached 10-12-2013

New Contract

Labour Card Modification Date 10-12-2013

Labour Card Number

Employee Code

Save Edit Delete Search Reset Close

Register

Document Archiving System

Company Sponsor details can be stored and retrieved.

Sponsor

Sponsor Name Telephone

Address Mobile

Email

Document Details

Document Name	Document Description	Expiry Date	
Passport	<input type="text"/>	10-12-2013	<input type="checkbox"/> <input type="checkbox"/> Attachment 1
Labour Card	<input type="text"/>	10-12-2013	<input type="checkbox"/> <input type="checkbox"/> Attachment 2
Insurance	<input type="text"/>	10-12-2013	<input type="checkbox"/> <input type="checkbox"/> Attachment 3
Driving License	<input type="text"/>	10-12-2013	<input type="checkbox"/> <input type="checkbox"/> Attachment 4
Other 1	<input type="text"/>	10-12-2013	<input type="checkbox"/> <input type="checkbox"/> Attachment 5
Other 2	<input type="text"/>	10-12-2013	<input type="checkbox"/> <input type="checkbox"/> Attachment 6
Other 3	<input type="text"/>	10-12-2013	<input type="checkbox"/> <input type="checkbox"/> Attachment 7
Other 4	<input type="text"/>	10-12-2013	<input type="checkbox"/> <input type="checkbox"/> Attachment 8

Sponsor Photo

Tips: [No Attachment](#) [New Attachment](#) [Downloadable Attachment](#)

Save Edit Delete Search Reset Close

Register

Document Archiving System

All vehicle details and documents with expiries can be stored with this system.

Vehicle [X]

Vehicle Type *	[]	+	Location	[Select One]
Vehicle Make *	[]	+	Remarks	[]
Vehicle Model *	[]	+	Test Certificate	<input type="checkbox"/> Attached
Reg. Place *	[]		Original Registration Card	<input type="checkbox"/> Attached
Reg. Number *	[]		Insurance	<input type="checkbox"/> Attached
Capacity (cc)	[]		Status	[Select One]
Engine Number	[]		Status Date	[10-12-2013]
Chassis Number	[]		Reason	[]
Color	[]			
Transmission	[]			
Model Year	[]			
File Number	[]			
Registration Date	[10-12-2013]			
Reg. Expiry Date	[10-12-2013]			
Driver	<input checked="" type="radio"/> Manual <input type="radio"/> Automatic			
Driver Name	[]			
Company Name	[Select One]	+		
User Galary No	[]			

Document Name	Document Description	Expiry Date		
License	[]	[10-12-2013]	X	Attachment 1
Insurance	[]	[10-12-2013]	X	Attachment 2
Tax	[]	[10-12-2013]	X	Attachment 3
Other 1	[]	[10-12-2013]	X	Attachment 4
Other 2	[]	[10-12-2013]	X	Attachment 5
Other 3	[]	[10-12-2013]	X	Attachment 6

Tips: [No Attachment](#) [New Attachment](#) [Downloadable Attachment](#)

Save Edit Delete Search Reset Close

Register

Document Archiving System

All other attachments can be stored with Document Attachment Module.

The screenshot shows a window titled "Attachments" with a close button (X) in the top right corner. The form contains the following fields:

- Document Title: Text input field with an asterisk (*) indicating it is required.
- Expiry Date: Date picker showing "10-12-2013".
- Document No: Text input field.
- Document Type: Dropdown menu.
- Description: Text area.
- Manufacturer: Dropdown menu.
- PO No: Text input field.
- RFQ: Text input field.
- Product: Dropdown menu.
- End User: Dropdown menu.

Below the form is a section titled "Attachment" with a close button (X) and an up arrow button. Underneath, there are three links: "No Attachment", "New Attachment", and "Downloadable Attachment".

At the bottom of the window is a toolbar with the following buttons: Save, Edit, Delete, Reset, and Close.

Register

Document Archiving System

Detailed Report.

Employee Brief Report

Zoom: 100%

Emp Code	Employee Name	Birth Date	Nationality	Passport #	Passport Exp	Labour Card #	Labour Card Exp	Residence #	Residence Exp
Emp Id #	Emirates Id Exp	Health Card #	Health Card Exp	Emp Salary	Emp Location	Work Designation	Visa Designation		
100	Guru	30/09/1990	Indian	EF123	26/10/2020	LC123	30/09/2021	RES123	30/09/2020
	30/09/2018	HC123	24/10/2019	13,700.00		India		India	
300	Ameer		Select One						
				0.00		UAE		UAE	
200	Raj		Select One						
				0.00		India		India	

Pages: 1

Register

Document Archiving System



Other Modules

- Register also store information regarding passport release and passport return.
- Petty Cash Reserve and Expenditure Record.
- Daily Task Scheduler.
- Task Reminder.
- Document Vault – Maintain confidentiality of documents according to user groups.

Register is single and easy to use.

