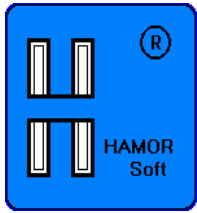


Ataşare și lucru cu documente externe în **hMISS V5**



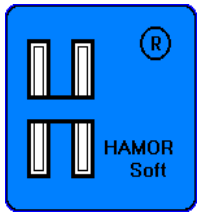
Realizat de: Tankó Enikő Mária
HAMOR Soft SRL



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Ce este ? Ce conține?

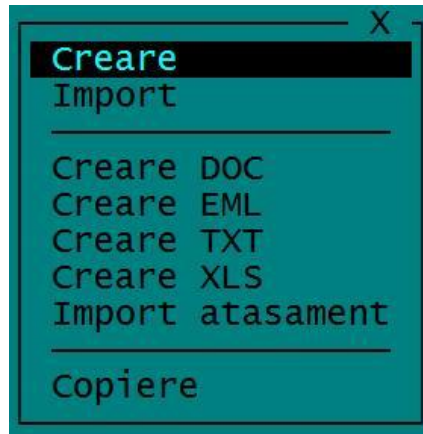
- Sistem de secretariat – MANAGEMENT – ORGANIZARE
- Parteneri, persoane
- Reg. I/E, lucru cu documente
- Agendă, notițe, reglementări
- Informații diverse, carte de telefoane
- Atenționare activități scadente



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➤ Creare - înregistare documente

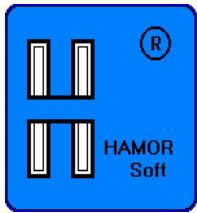
➤ Programe externe (Word, Excel, Notepad)



DOC, TXT, EML

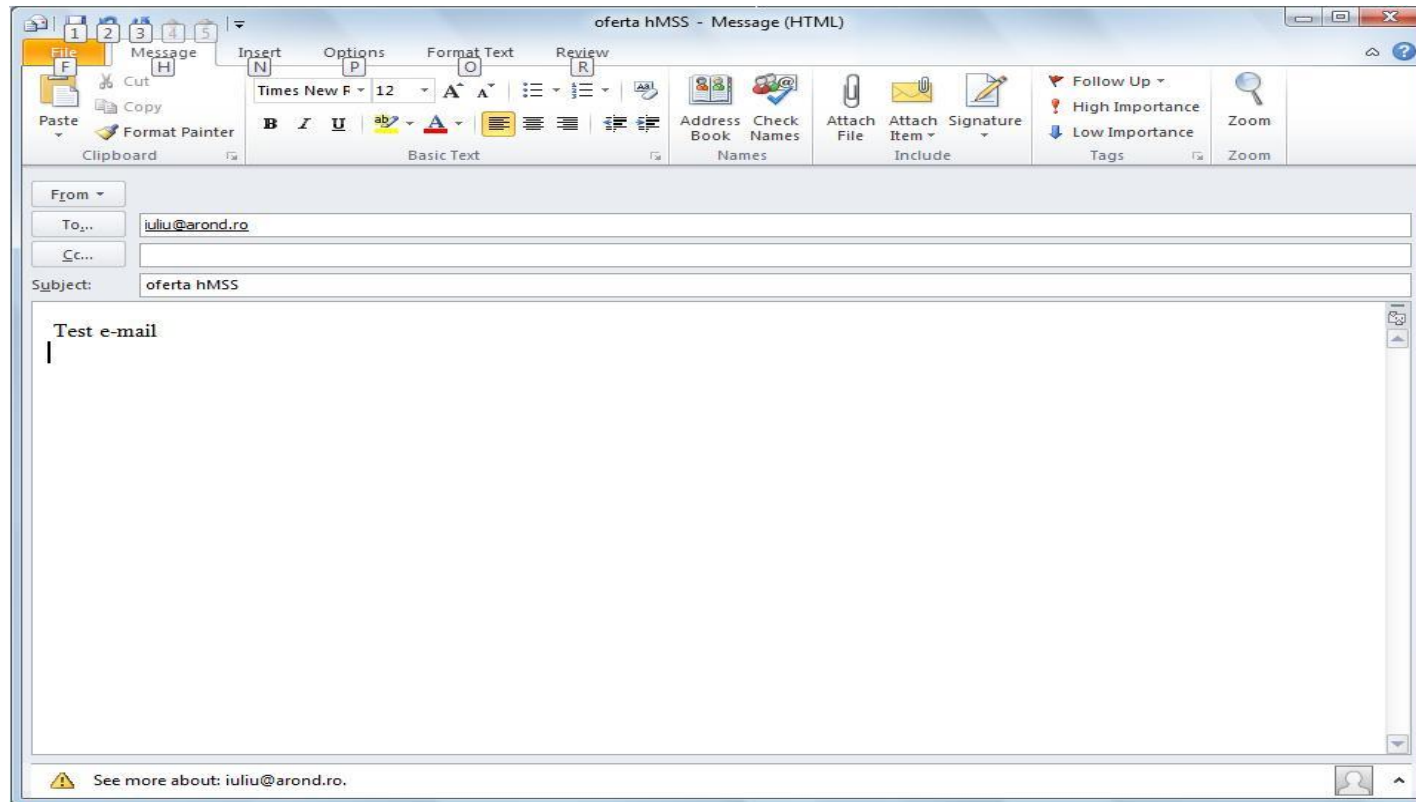
PDF, TIF, JPG, PPT, WMA

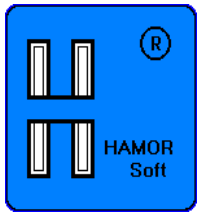
WAV, MP3



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Model e-mail





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Ieșiri de documente

hMISS V 5.01 HAMOR soft - demonstratie

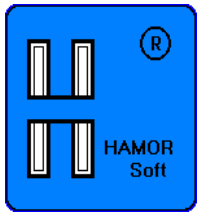
Registru de I/E

Vizualizare Modificare **Adaugare** Rezolvat Stergere Listare selectiva Revenire

T	Nr.inr	Data inr	Docum	Nr.doc	Data doc	Firma	Pers.	Referinta	Rez
E	990001	99.01.06	ADR	990001	99.01.06	9999	DraA	imputernicire cumpar	DA
E	990002	99.10.06	ADR	990002	99.04.02			depunere bilant anua	DA
E	990005	99.10.07	ADR	990003	99.10.07		ZaiA	imputernicire semnar	DA
E	990006	99.10.06	CMD	990001	99.12.20	0007		comanda consumabile,	DA
E	A00001	00.01.19	ADEV	000001	00.01.19		EneL	adeverinta salariu	DA
E	A20001	02.06.20	ADR	A20001	02.06.20	0013		instiintare modifica	NU
E	A40001	04.05.10	ADR	123	04.04.10	0001		solicitare plata fac	NU
E	A40002	04.06.30	ADEV	12	04.06.30		BogM1	adeverinta plata con	NU
E	A60001	06.08.04	ADR	A60002	06.08.04	0001		Adresa DOC inregistr	NU
E	B00001	10.04.26	DIV	B00018	10.04.26			Legea Bugetului	NU

E

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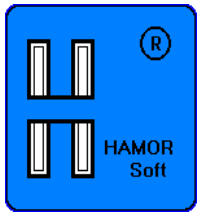


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Documentele pot fi:

- Înregistrate
- Vizualizate
- Modificate
- Listate
- Șterse
- CĂUTATE – după filtre



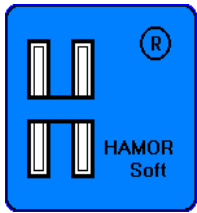


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Identificare date:

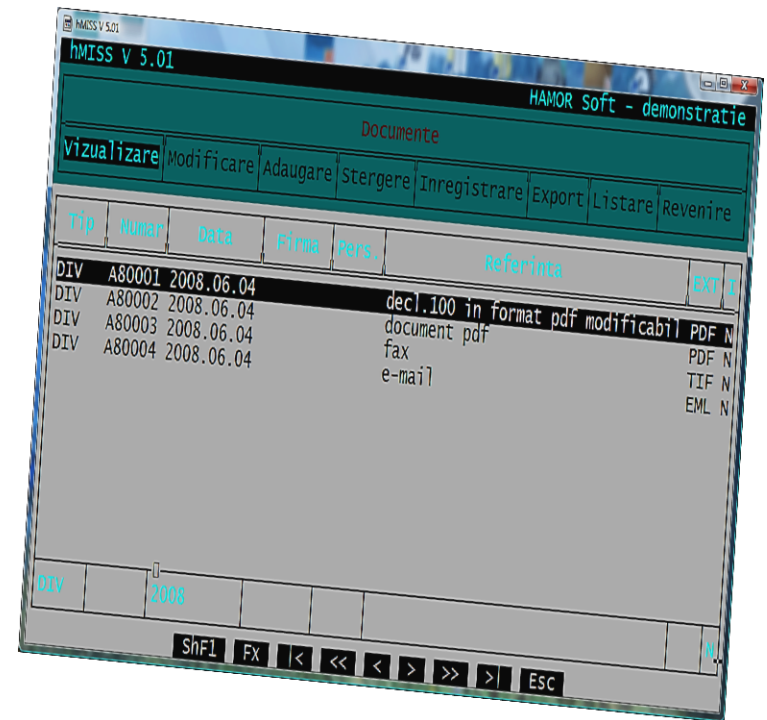
- După tip, număr, data, partener, referință
- Fișier extern asociat

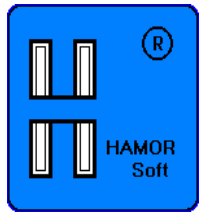




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- Asociere extensie - Word, Excel, NotePad, WinMail (DOC, XLS, TXT, EML)
- Reg. I/E - setat ReadOnly
- e-mail - catalog TMP





Contact

HAMOR Soft SRL



0267312139



hamor@hamorsoft.ro



www.hamorsoft.ro