

eMemo App

This eMemo App empowers internal users to efficiently manage their memos. It enables users to submit new memos, monitor the approval process, and make necessary amendments to memo content as required. The system maintains a comprehensive record of memos, starting from the moment a Requestor submits a new memo, through content verification by the Reviewer, and, if applicable, by the Recommender, ultimately culminating in final approval by the Approver.





Benefits

- ▶ eMemo offers numerous benefits to organizations, streamlining memo management through its efficient paperless workflow, centralized record-keeping, and user-friendly interface. With Azure AD Single Sign-On for secure access, Requesters can create richly formatted memos with images and collaborate with Recommenders, Supporters, and Approvers, while email notifications and digital signatures ensure timely communication and approval. The system's version control, document security, and real-time monitoring enhances consistency, compliance, and accountability, ultimately reduces administrative tasks and costs while promoting environmental sustainability.

Key Features of eMemo App



User Roles & Permissions

Assign roles with varying access levels



Rich Text Editing

Format and insert images for expressive memos



Approval Workflow

Structured review and approval process



Version Control

Track and compare memo changes



Email Notifications

Automated alerts for timely actions



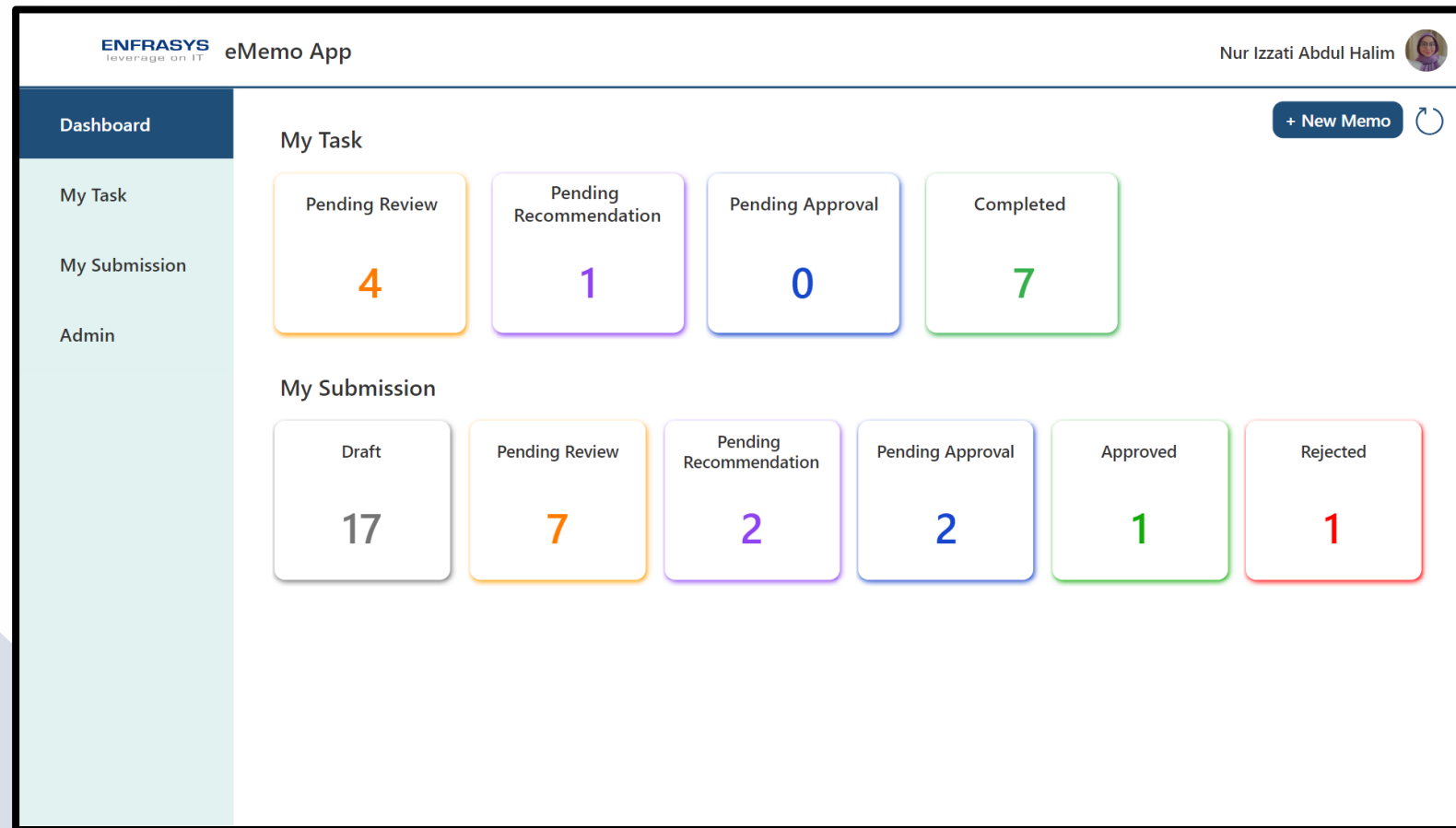
Document Generation

Automatic PDF memo creation



Centralized Repository

Store, search, and retrieve all memos efficiently

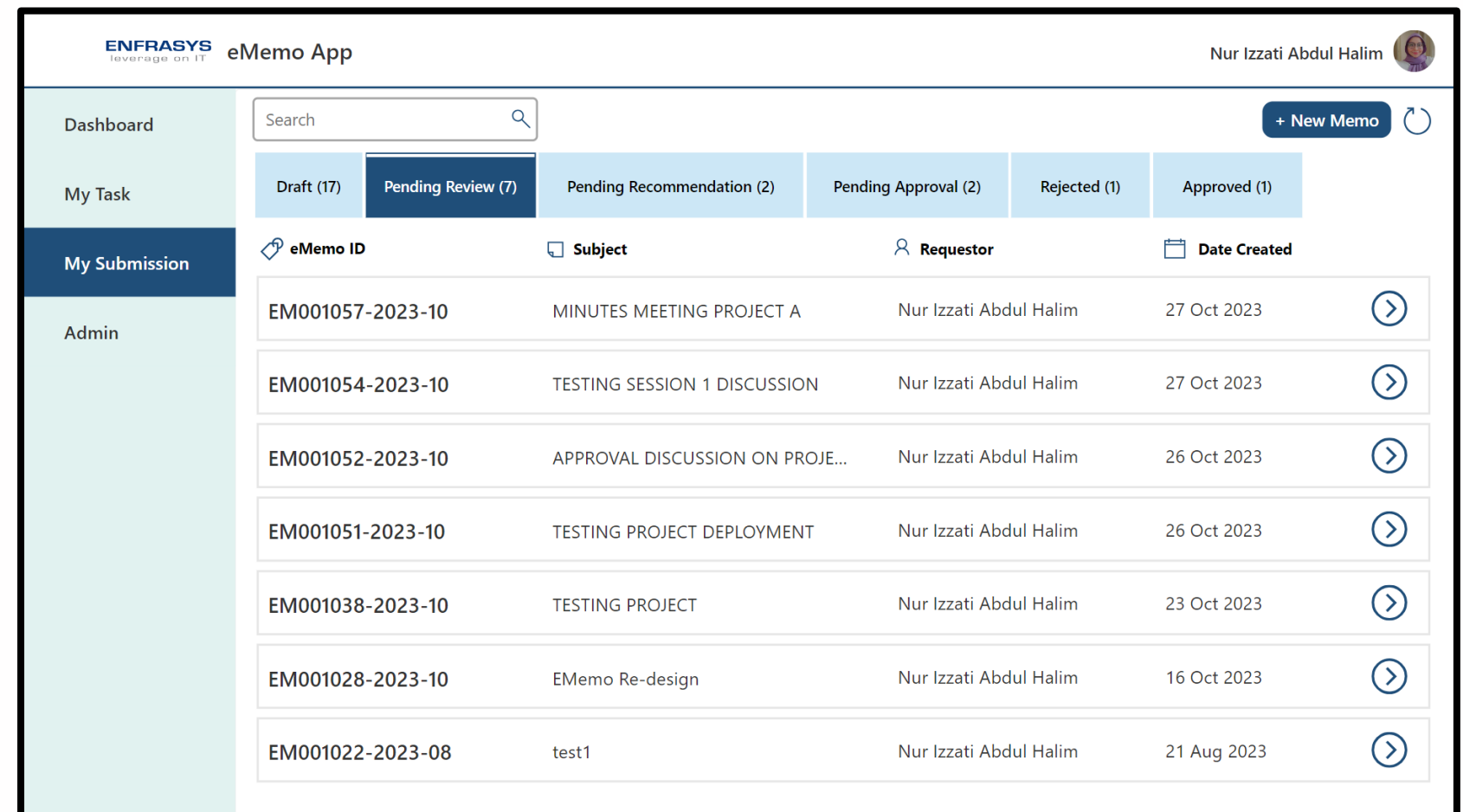


eMemo: Home Screen

- Dashboard: Overview of how many memos (task & submission)
- My Task: Approval task eMemo
- My Submission: User's eMemo submissions
- Admin: Admin can view all memo contents of each employee

eMemo: My Submission tab

- User can keep track on their submission eMemo by going to the My Submission task. There are 6 level of status to keep track on: Draft, Pending Review, Pending Recommendation, Pending Approval, Rejected and Approved status.
- User can search their memo information by eMemo ID and subject



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Dashboard

My Task

Pending Review (4) | Pending Recommendation (1) | Pending Approval (0) | Completed (7)

eMemo ID	Subject	Requestor	Date Created
EM001038-2023-10	TESTING PROJECT	Nur Izzati Abdul Halim	23 Oct 2023
EM001030-2023-10	Please endorse my document	Nurain Damia Binti Abidin	17 Oct 2023
EM001028-2023-10	EMemo Re-design	Nur Izzati Abdul Halim	16 Oct 2023
EM001022-2023-08	test1	Nur Izzati Abdul Halim	21 Aug 2023

eMemo: My Task tab

- User can keep track on their task for approval purposes.
- This is where other users sent eMemo to get your approval

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Dashboard

My Task

My Submission

Admin

Total Transactions: 53 | Total User Submission: 6 | Department: Filter Department

All | Draft | Pending Review | Pending Recommendation | Pending Approval | Rejected | Approved

eMemo ID	Subject	Requestor	Date Created
EM001058-2023-10	Discussion on Project A	Nur Izzati Abdul Halim	27/10/2023
EM001057-2023-10	MINUTES MEETING PROJECT A	Nur Izzati Abdul Halim	27/10/2023
EM001056-2023-10	TESTING KICKOFF PROJECT	Nur Izzati Abdul Halim	27/10/2023
EM001055-2023-10	TESTINGGGG	Nur Izzati Abdul Halim	27/10/2023
EM001054-2023-10	TESTING SESSION 1 DISCUSSION	Nur Izzati Abdul Halim	27/10/2023
EM001053-2023-10	PROJECT TASK APPROVAL MEETING	Nur Izzati Abdul Halim	27/10/2023

eMemo: Admin tab

- Admin can view all contents eMemo of each members.
- Admin can filter by department or search by eMemo ID, subject or requestor's name.
- In admin screen also display the total transaction of eMemo and total user submission.

eMemo: Create New eMemo

- User fill in the memo content.
- The eMemo App provide a rich text editor that allows user to create memos with formatting options, such as bullet points, numbering, bold, italics, underlining, and the ability to insert images for clear and expressive communication

eMemo: Approval Section/Log

- User can choose who to put as Reviewer(s), Recommender(s) or Approver(s).
- After submit the memo, user able to keep track status on the approval process.

Approval Logs				
Reviewer	Nur Izzati Binti Abdul Halim nur.izzati@enfrasys.com	Approved	15/08/2023 11:40 AM	No comment
Recommender	Nur Izzati Binti Abdul Halim nur.izzati@enfrasys.com	Approved	15/08/2023 11:41 AM	No comment
Approver	Nur Izzati Binti Abdul Halim nur.izzati@enfrasys.com	Approved	15/08/2023 11:42 AM	No comment

ENFRASYS
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Connect with us.

Email

enquiry@enfrasys.com

Address

**DF2-15-03A (Unit 2),
Level 15, Persoft Tower,
6B, Persiaran Tropicana, 47410 Petaling Jaya,
Selangor Darul Ehsan.**

Website

<https://enfrasys.com/>

