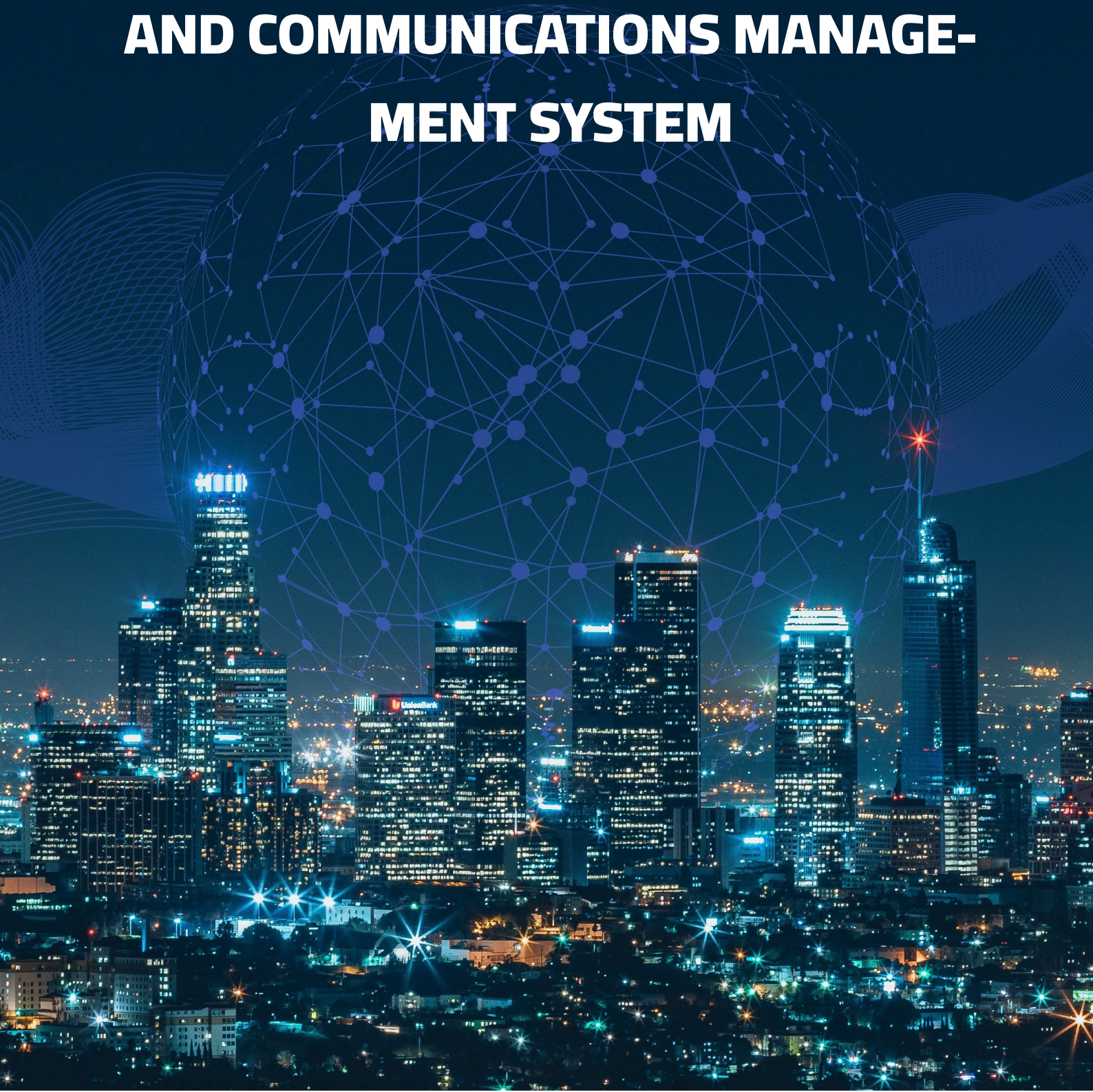




MASAR

ADMINISTRATIVE TRANSACTIONS AND COMMUNICATIONS MANAGE- MENT SYSTEM





WHAT IS MASAR ?

MASAR is a transaction system that is characterized by several features to cover all the needs of organizations for internal correspondence, archiving, and completion of all administrative procedures to facilitate tracking, monitoring productivity, and storing data.



ORACLE SYSTEM

MASAR system operates on APEX Oracle, which is a tool for developing web applications built on an Oracle database. It automatically generates database interaction code with the ability to customize the generated code through its development interface.



MASAR system compatible with...

- Possibility of digital certification .
- Possibility of linking with document and archive systems .
- Converting e-mail into a transaction with a number and date, with the ability to respond to the e-mail through the system
- Chord mark and encode information.
- The possibility of preventing printing and preventing saving.
- Compatible with the administrative communications regulations specified in the Kingdom of Saudi Arabia .
- Conforms to the requirements of measurement in the standards relating to administrative communications .
- Compatible with cybersecurity requirements and controls.
- Compatible with data management.



SERVICES SUPPORTED BY
by MASAR SYSTEM



A system for managing administrative transactions and communications.

Receiving, sending, and processing transactions electronically with ease, allowing for easy tracking of transactions without the need for paper.



A system for archiving and managing documents.

- 1- The ability to send, receive, process, and archive transactions.
- 2- Electronic archiving of transactions.



A Masaar system for managing meetings and agendas.

MASAR system that determines how a document flows or moves through the system by presenting it to the individual responsible for completing the task, making a decision, or approving the document.



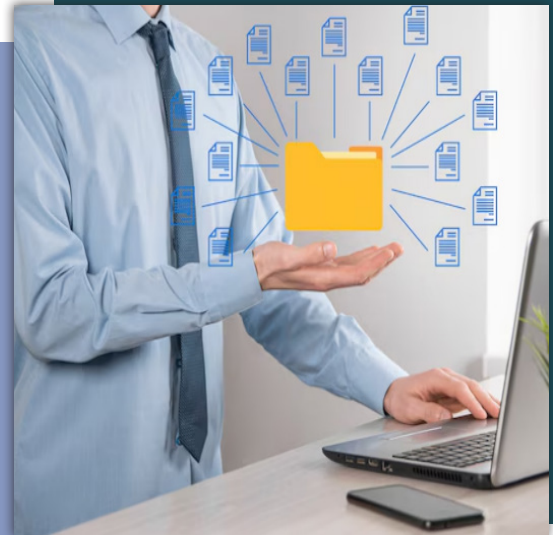
Workflow system and required procedures.

Workflow and required procedures are defined as the systematic organization of resources to build processes that transform materials, deliver services, or process information. Essentially, it is a series of tasks performed by an individual, a group of employees, or one or more simple or complex mechanisms. Workflow in every organization is the cornerstone of all work.



Inbound and outbound.

Managing outgoing and incoming correspondences, archiving their attachments, and preserving their complete information.



Internal transactions

Creating internal transactions and referring them between different departments for procedure, approval or electronic signature.



Workflow automation

Ability to create specific workflows to fully automate the transaction cycle without the need for manual referrals.



Archiving and attaching

Support for scanners and the ability to control file pages and attach any number of attachments in an indexed form.



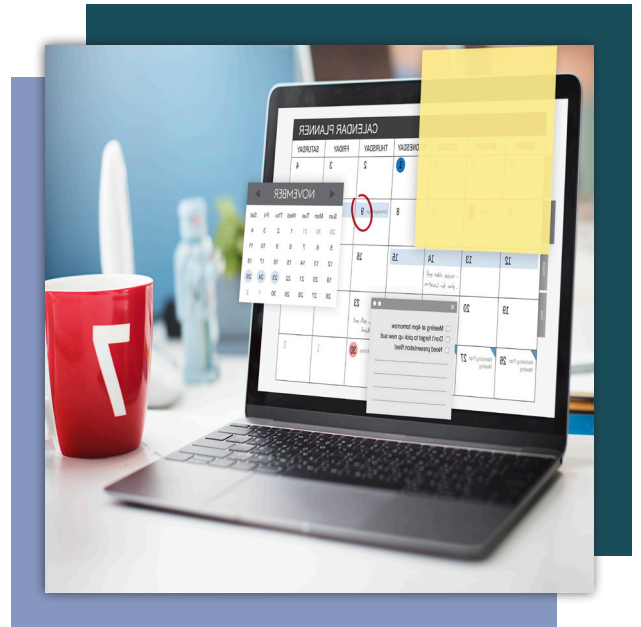
Automatic numbering and barcoding

Support for different formats for creating automatic numbering and wide options for printing and attaching barcodes.



Task Management

A complete system for managing tasks, following up on the procedures required of users, and alerting on late items.



Accreditation and signature

Support for different options of types of electronic credentials, electronic and digital signatures.



Research and reporting

Wide options for searching for transactions and ease of extracting reports in different shapes and formats.



The background features a dark blue gradient with a complex pattern of glowing light blue lines and dots. The lines are vertical and horizontal, resembling a circuit board or data paths. Some lines have small circular nodes at their ends, and some are illuminated with a bright blue glow. The overall effect is a futuristic, high-tech aesthetic.

MASAR SYSTEM FEATURES

MASAR system is characterized by sending all types of transactions and their attachments with the ability to specify all the basic data for any transaction, specifying the title of the transaction and the subject in word, text or HTML format, and the type and degree of confidentiality and importance of the transaction with the ability to determine the degree of speed of completion of the transaction with the ability to specify the data of the stakeholders from People, departments, or third parties linked to them so that they can be referred to when tracking the transaction.

The transaction can also be sent to more than one person, with the possibility of specifying the type of action required for each of them, along with tracking the transactions and what was done on them. New transactions can also be linked to previous transaction numbers.



An application for mobile devices on Android and Apple operating systems that ensures the confidentiality and importance of the transaction.



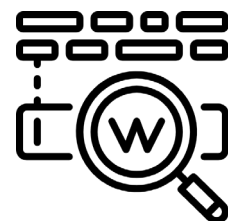
Full support for the Arabic and English languages, with a special web interface for users, which provides all the capabilities of the system.



High data encryption works on a system based on the administrative structure of the entity.



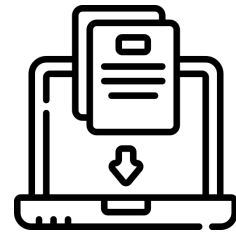
Managing and monitoring outgoing and incoming letters that are exchanged with external parties.



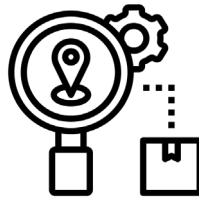
Determine keywords to link to the transaction to ensure speedy completion of the transaction.



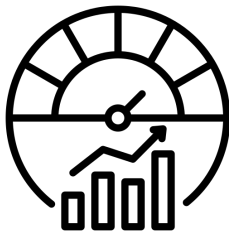
Facilitating access to information related to any document, transaction or procedure.



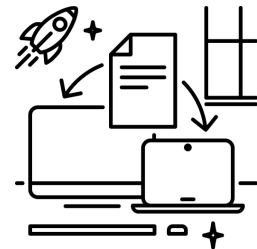
Facilitating the preservation and follow-up of administrative decisions and protecting documents from damage or loss.



Strengthening oversight and follow-up mechanisms to ensure improved operations and efficient procedures.



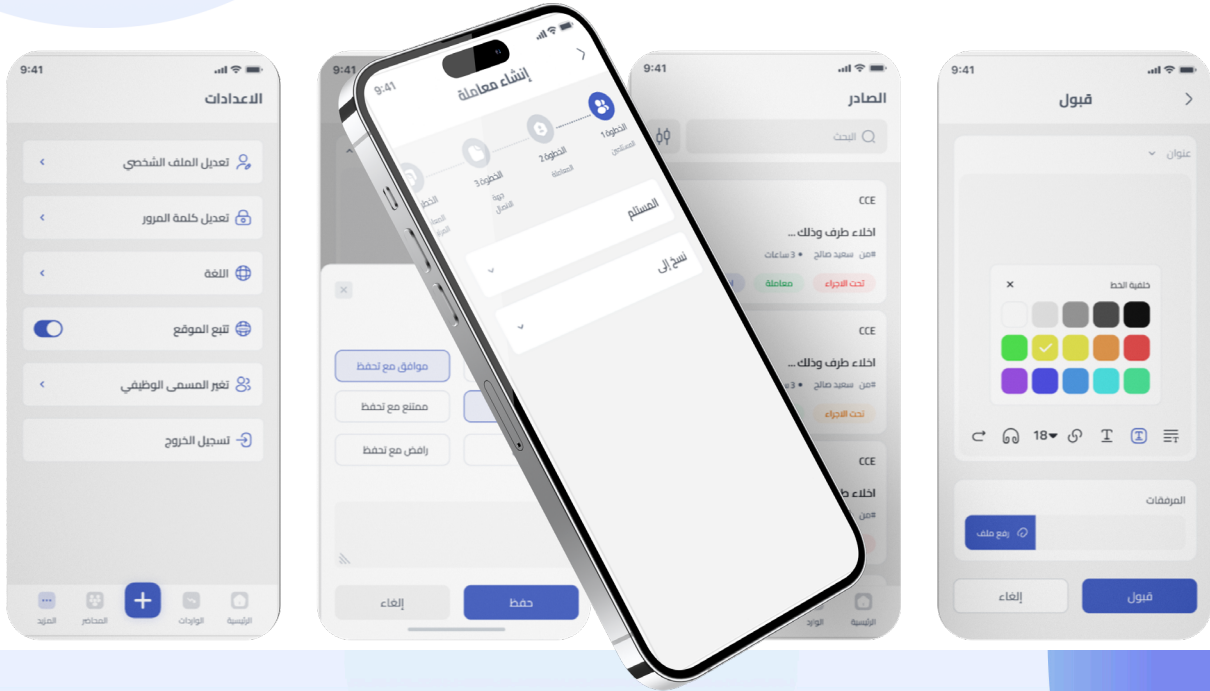
Ease of generating reports and monitoring performance indicators by executives and managers.






Less use of paper in daily procedures and transition to a paperless work environment.



MASAR APP



-  Android
-  IOS
-  Huawei





MASAR



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MASAR WTS



MASAR ON WEB



MASAR ON X