

Network Office Automation Software

This is a comprehensive software system designed for network office automation. It includes modules for document management, daily office tasks, personal affairs, information services, and system management.



System Overview

Comprehensive Network Office Automation

NetOA 4.0 is a robust, integrated software solution engineered to digitize and streamline complex office operations. By consolidating document management, personnel affairs, and information services into a unified interface, the system significantly enhances organizational productivity. The platform supports seamless administrative workflows, ranging from official document circulation to sophisticated system monitoring, ensuring high efficiency for professional environments.

System Modules

Core Functional Modules

- Document Management System
- Daily Office Administration
- Personal Affairs Management
- Information Services
- Archival Management
- System Administration

Document Operations

Document Handling Capabilities

Incoming Document Mgmt, Outgoing Document Mgmt, Sign-off/Approval, Supervision & Tracking, Document Exchange, Inquiry/Consultation

Administrative Tools

Administrative Functions

Resource Category	Functionality
Facilities	Meeting & Reception Management
Logistics	Vehicle & Office Supplies Management
Operations	Task Assignment & Shift Monitoring

System Management

Control & Monitoring

User Access Control • Database Management • Workflow Engine • Operational Monitoring • Backup & Recovery

Personal Productivity

User-Level Features

- Integrated Email System
- Task & Calendar Scheduling
- Progress Reporting
- Personal Contact Database
- Automated Event Reminders