

Documents Path

It is the path or (road) in which the transaction (document) will be transferred from one department to another according to the procedures followed, and the decision is made by the employee responsible for each stage according to the options prepared for him in advance

To create a path, we specify the type of document that appears under the heading of document types, then click on "Edit Stages

Enter the stages that were created from the stages card, then click OK (stages that move the (movement of this document

After entering the stages, they will appear in the table

After entering the stages, a path (probabilities) must be placed for each of the stages and each section What are the possibilities that will be performed upon entering this section and this is done by choosing "Edit Path" after selecting the stage or by double-clicking on the stage and a window appears in which several options appear All fields must be filled in as shown in the picture

Fields to be filled in here

Displayed At: In any of the sections, this stage will appear when starting the task, for example, entry

Descriptors: Any combination of the set of descriptors added by archiving will appear to users for this stage.

In the table of operations

Name: It is the name of the process that will appear in the section's document follow-up table (document status) or a name chosen by you as a clarifying process name

Move to: moving from one department to another (that is, the document is in the Bureau section, and (then it is transferred from the Bureau to the Department

Sign: For each of the stages, for example, a mark from the stages that we entered during the (identification is pre-selected (with approval

Descriptors: The descriptions that will appear to the department's employees at this stage of the stages.

After completing the first stage, amend the course of the documents and their possibilities for the following stages



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