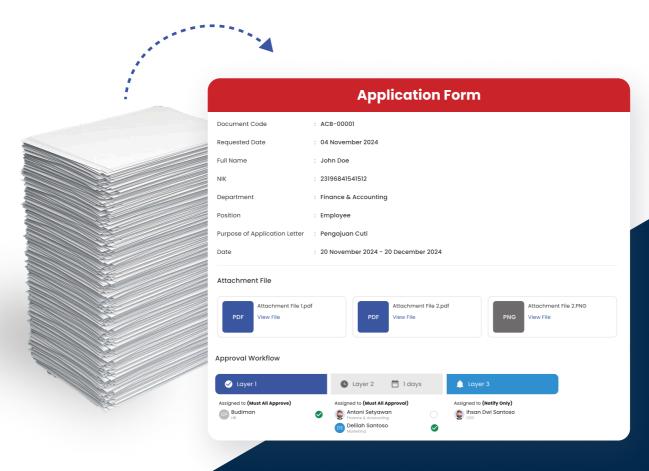


A Paperless Workflow for Enterprise

Create responsive, customizable e-Forms tailored to your business needs.

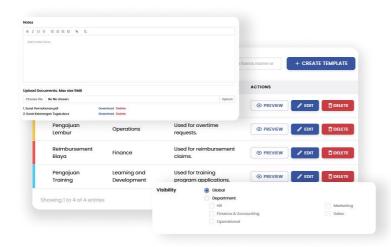
ABOUT

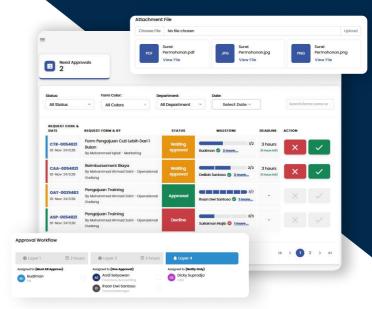
RECOM APT is a Cloud Based Approval Process Tracking System that works as a system to manage, monitor, and streamline the approval processes within an organization. It helps ensure that tasks, documents, or projects requiring approval from multiple stakeholders or levels of authority are tracked efficiently from initiation to finalization.



Track Approval Status with Workflow

- Integrate seamlessly with corporate email.
- Approve or decline requests directly from your mobile device.
- Standardize form processes for consistency.
- Attach external documents to forms effortlessly.
- Set expiry dates for each approval stage.





Organization Structure

- Define custom templates for specific departments.
- Control template visibility.
- Build a flexible organization chart: company, branch, division, and department.

Workflow Engine

- Implement multi-stage approvals.
- Assign maker and approver roles.
- Set approval milestones.
- Allow late file uploads.
- Choose between "one-must-approve" and "all-must-approve" logic.
- Apply color coding to e-Forms.
- Support external document links (e.g., Google Docs).
- Customize e-forms templates with various field types and mandatory flags.

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Login

Experience fast, secure login with Google integration.

Calendar Holiday

Incorporate national and custom holidays to adjust e-form deadlines.

RECOM APT SCENARIOS





Human Resources

Manage HR activities, including onboarding, leave requests, and recruitment.



Finance

Handle reimbursements, travel claims, budget adjustments, and vendor payments.



Information Technology

Manage service tickets, equipment requests, surveys, and software repairs.



Procurement

Track purchase requests, purchase orders, and product arrival notes in compliance with regulations.



CRM / After-Sales

Manage new customer registrations, quotations, sales orders, and sales contract approvals.



Production

Handle production orders, material requisitions, incident reports, and finished goods inventory.



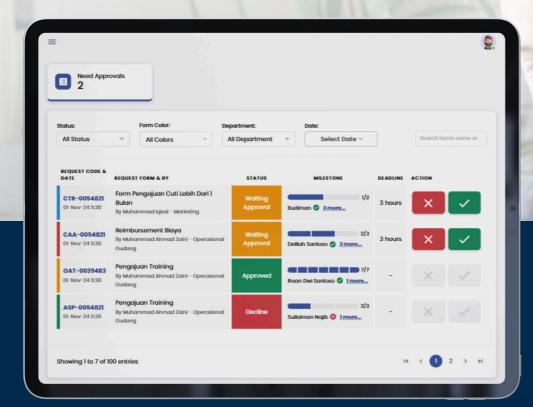
Project

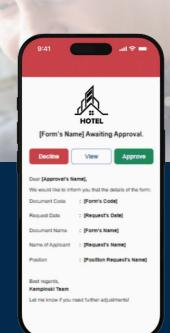
Oversee project finances, tasks, policy documents, issue resolutions, and feedback.



Administrative

Manage internal requests for meeting rooms, vehicles, equipment, and other assets.







VISI-ONE

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