ProjectVault Formal Correspondence Tracking

ProjectVault Formal Correspondence Tracking enables team members to capture, share, review and approve formal and official correspondence related to their official business in a structured and secure manner, aligned with regulatory requirements.
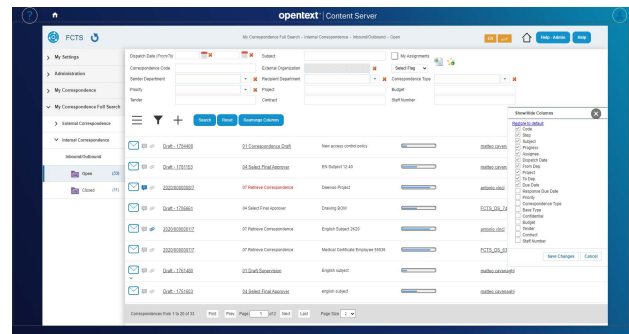
Often found within government circles, formal correspondence is a form of written communications shared when conducting official business. The defining factor is that unlike other forms of correspondence, formal correspondence requires an official signature before it is released. Common examples include things such as contracts, letters, memos and faxes.

Track and manage all formal correspondence

ProjectVault's Formal Correspondence Tracking is the essential solution for managing the content and processes surrounding your formal business correspondence. It helps organizations establish a structured review and sign-off process for all formal and controlled correspondence in a secure and timely fashion.

To ensure that the contents of formal correspondence can be accurately assessed, it needs to be reviewed and approved in the context of other background information. Formal Correspondence Tracking enables you to manage official correspondence as part of a package of related content, allowing your communications team to view and maintain official correspondence in the context it was intended. Relationships can be tracked and monitored through the life of the communication and should questions arise in the future, the full package can be recalled and reviewed.

Formal Correspondence Tracking provides built-in localization capabilities, including Arabic language support. At any time, users can change their language preference and update the entire correspondence management UI on the fly.

- Maintain official correspondence in context
- Readily manage and retrieve all correspondence
- Built-in localization enables you to switch UI languages on the fly
- Pre-defined review and approval workflow processes for formal correspondence

Effectively manage controlled and confidential correspondence in a compliant manner

For many organizations, the management of confidential information is also important. Using Formal Correspondence Tracking , confidential information can be managed in the same way as other formal correspondence with the added ability to strictly control who is able to see the content or know that it even exists. The Content Server permissions model is used and extended to ensure that only the right people can see your confidential information.

Additionally, businesses operating in highly regulated industries such as energy, government and life sciences are subjected to various internal

and external regulations regarding their formal correspondence. Formal Correspondence Tracking is the ideal package for maintaining the integrity of formal and official business communications.

- Achieve certifications such as GPEA, DoD 5015, and Section 508 accessibility
- Attachments go through pre-defined review and approval workflow processes
- Apply records management archiving and retention policies

Build upon what you already use

Formal Correspondence Tracking extends your organization's existing investment. Being built as a module within the Content Server platform, Formal Correspondence Tracking has access to all core system functionality. Correspondence can be added to workflow processes and records management rules, archive and retention policies can also be applied.

- Integrate and optimize your formal and controlled communications process
- Maximize your existing Content Server investment
- Ensure deadlines are met using workflow triggers
- Full access to existing Content Server functionality

Benefits of ProjectVault Formal Correspondence Tracking

- Clearly defined review and approval processes
- Switch interface languages on the fly, built-in localization capabilities
- All formal correspondence and supporting documentation is available in a single place

- Achieve critical certifications and compliance with common industry standards and regulations (e.g. GPEA, DoD 5015)
- Powerful search/filtering ensures that formal correspondence can be readily located

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