# **C**Reminder

## Multi Document Expiry Alert Management Software





Unique software for P.R.O's

#### Features and Benefits:

- Helps you in tracking various documents expiry dates by desktop pop-up and automatic e-mail alerts
- Facility to add your own new documents and its category, sub category, department and entity.
- Ex: Employee → Project Staff → Engineering → Mr.Khalid → Passport, Visa, Work Permit, SIM Card, Health card, Labor Contract, Driving License and add more documents by yourself.
- Ex: Vehicles → Light Vehicles → Marketing → Toyota 2345 → Vehicle registration, Insurance etc.
- Similarly Company documents → Trade License, Labor Computer Card, Emigration Computer Card, etc.
- Office Equipment documents → Warrantee expiry, Annual Maintenance Contract Expiry etc.

### **Example as follows:**

#### **Employee documents:**

- **Passport**
- Visit visa
- **Employment visa**
- **Health card**
- **Work permit**
- Labor contract
- **Probation period**
- Driving license
- SIM card
- Add as many ....

#### **Vehicle documents:**

- Vehicle Registration
- **Motor insurance**
- Warrantee
- Add as many ....

#### Office equipment documents

- Annual maintenance contract (AMC) expiry
- Warrantee expiry
- Add as many ....

#### P.R.O documents:

- Labor computer card
- E-dirham
- Emigration computer card 
  Add as many ....

#### **Company documents:**

- Emigration computer cardTenancy contracts
- **Chamber of commerce** certificate
- Trade license Add as many ....

#### Add your own custom categories

Add as many custom documents



FOR FREE DEMONSTRATION:

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