

Internal Organisation and management



01 | Physical archive digitization for municipal services

03 | Fleet management and vehicle maintenance

02 | Application for managing citizens' requests and problems

04 | Staff time-tracking system

01 Physical archive digitization for municipal services

Digitization and documentation services of the physical archive of internal procedures for all departments and divisions of the municipal services

They apply to the following municipal services:

- *Building Services*
- *Technical Services*
- *Administrative and Financial Services*
- *Transport and Procurement Offices*
- *Civil Registries*
- *Population Office Registries*

Scanning and digitalizing capability:

- ✓ *Documents, Books & Forms*
- ✓ *Large Size Documents*
- ✓ *Photographs and slides, microfiche and microfilm*
- ✓ *Medical records and files*
- ✓ *Human Resources (HR) file*
- ✓ *Data export from forms*

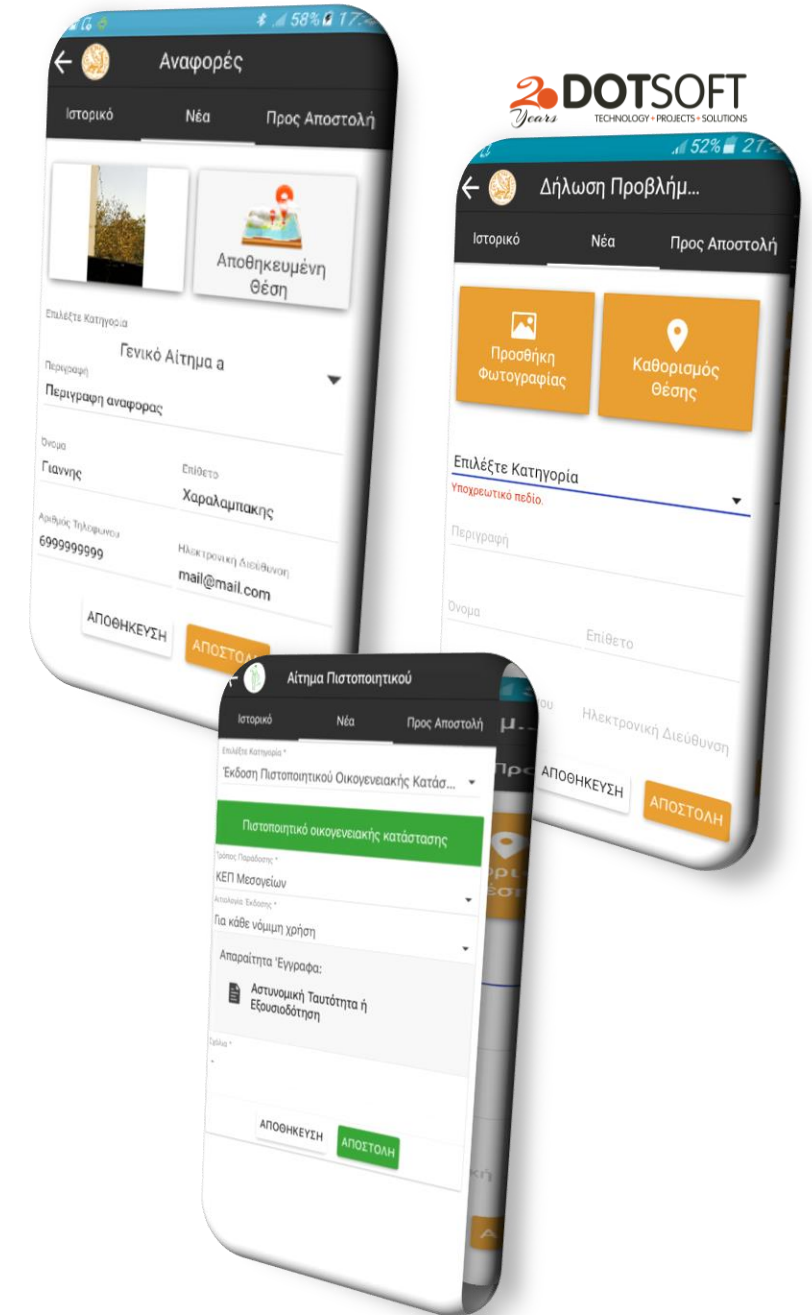
02 Application for managing citizens' requests and problems

The request and problem management application is designed to facilitate the daily life of citizens. Through the application, the competent authority receives directly the requests and reports from citizens.

It consists of:

- ✓ An application for citizens to submit their applications online
- ✓ A management tool for the municipality to receive and manage the requests online.

The aim is to activate citizens in terms of their participation in the daily operation of the institution and the improvement of services, informing, providing useful services and listening to their views, in an easy and direct way.



03 Fleet management and vehicle maintenance application

Contains all the basic information of the vehicles and the drivers that compose the Transport Office

1 Vehicle management - drivers

- ✓ Vehicle tab
- ✓ Staff Register
- ✓ Issue of an updated State Vehicle Register
- ✓ Vehicle status

2 Daily traffic desk tasks

- ✓ Route management
- ✓ Traffic commands
- ✓ Overconsumption control
- ✓ Event management, etc.

3 Maintenance - technical inspections

- ✓ Scheduling of regular maintenance
- ✓ Updating the maintenance book
- ✓ Vehicle maintenance checklist, etc.

4 Recurring vehicle operations

- ✓ Traffic fee planning
- ✓ Vehicle insurance
- ✓ Management of drivers' and vehicles' time commitments from leaves, repairs, etc.

5 Info Search

Viewing - Printing of statements with appropriate filter options such as:

- Vehicle log
- Consumption statistics
- Cost analysis, etc.

Fully aligned with the legislative framework



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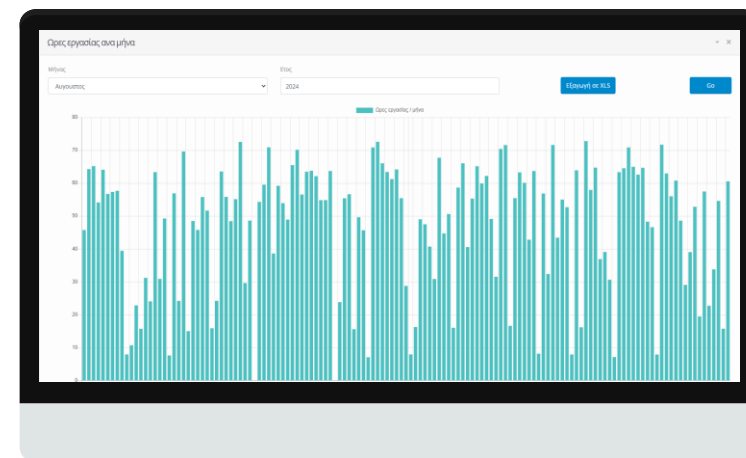
04 Staff time-tracking system

The timekeeping system provides accurate tracking and management of time intervals, facilitating effective planning, resource allocation and synchronization of activities

1 Card Readers

2 RFID cards

Through the system, the institution can monitor daily and control the attendance and absences of all employees, all types of leave issued to the staff, and record the recruitment of employees, transfers, secondments, pensions, etc. For all these, daily, weekly, monthly reports can be issued per employee and per department. In addition, there are staff lists of each department and it is possible to generate reports in excel and charts for the data collected.





Thank you!



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