

























































































































































































































































































































L'esigenza è quella di poter effettuare la protocollazione di un documento formale (protocollo interno), con l'automatismo di assegnare gli stessi uffici destinatari in uso presso il gestionale utilizzato per il Protocollo, in modo che tali protocolli siano visibili e accessibili a tutti gli utenti membri dell'ufficio di destinazione.

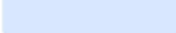

L'iter di lavoro è il seguente:

- Aggiungere gli uffici valorizzando il codice remoto con il codice fornito dal gestionale utilizzato per il Protocollo (codifica da fare una sola volta)
- Aggiungere le anagrafiche come destinatari da associare agli uffici (codifica da fare una sola volta)
- Utilizzare i comandi all'interno dei passi per creare un protocollo interno

Per codificare gli **uffici** accedere alla funzione **[20. Protocollo - 10. Archivi - 50. Organigramma]**, cliccare il bottone **[Elenca]**  per ottenere la lista di tutti gli uffici già presenti (Fig. 1)

Nella parte bassa della maschera (Fig. 2) all'interno della tab **"Dati"** è presente la lista **Soggetti Associati** che deve contenere le anagrafiche associate all'ufficio definite come **Soggetti/Destinatari**, per aggiungere un elemento cliccare il bottone **[+]** posto in basso a sinistra della lista, è possibile selezionare una o più anagrafiche e terminare la selezione con il bottone **[Conferma Selezione]**. Per eliminare invece l'associazione di un'anagrafica selezionarla cliccandoci sopra e cliccare il bottone con il cestino posto in basso a sinistra della lista. Nel caso in cui non sia presente un'anagrafica necessaria accedere alla funzione **[40. Fascicoli Elettronici - 10. Archivi - 120. Soggetti/Destinatari]** per codificare i soggetti mancanti.

Premere il comando F2-NUOVO  , compare la sottostante Fig. 2.1 e aggiungere tutti le anagrafiche (soggetti, una alla volta) equivalenti esattamente uguali agli uffici inseriti, come da istruzioni del precedente capitolo. Il comando PROGRESSIVO  consente di valorizzare in automatico il campo [Codice]; valorizzare il campo [Denominazione] con la stessa descrizione usata nell'ufficio.

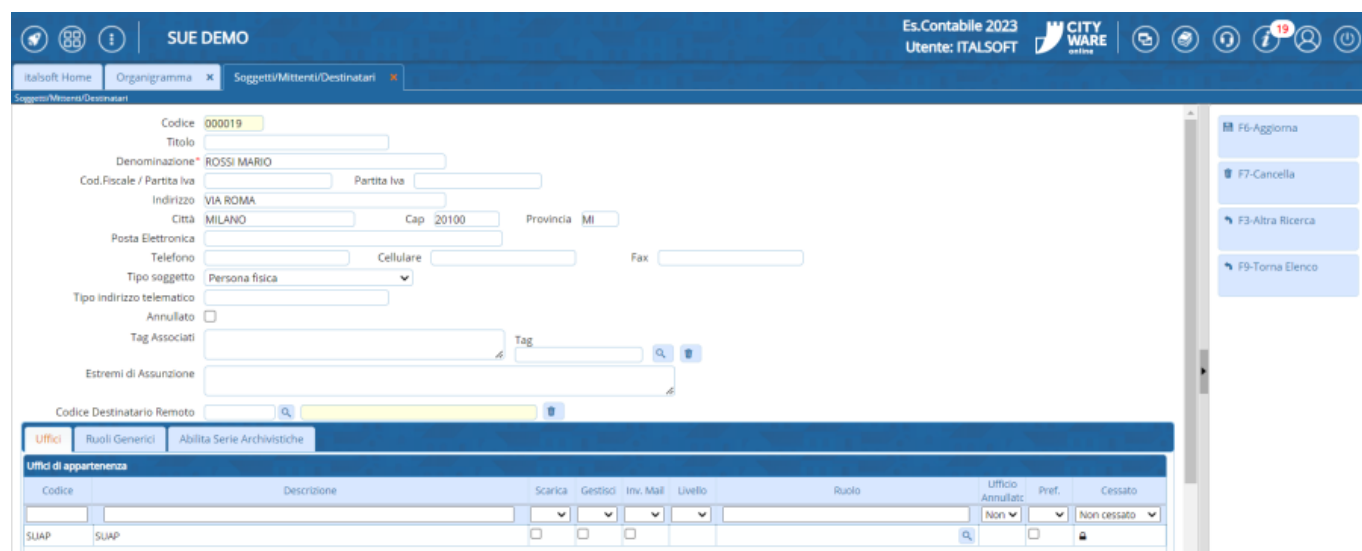


Fig. 2.1: dettaglio del soggetto destinatario con il collegamento dell'ufficio di appartenenza

Usare il comando **[+]** in fondo alla lista per associare l'ufficio equivalente all'anagrafica.

L'associazione tra uffici e soggetti destinatari è equivalente, basta che si a eseguita da una delle due funzioni.

Al termine premere **[Aggiorna]** per salvare i dati.

Per creare un protocollo si deve accedere ad un passo:

- individuare i [Destinatari] cercando tra [Destinatari interni], i soggetti codificati (associati) come Uffici;
- da tab [Comunicazione] cliccare il comando **[+]** sia hanno tre possibilità di protocollare:
 - - **Protocolla Partenza** - Normale protocollazione con i soggetti destinatari valorizzati nel Protocollo Jiride;
 - - **Documento Formale** (Fig. 3.1) - Nuova funzionalità che consente di creare un protocollo interno, con il codice Ufficio Edilizia come ufficio mittente, l'ufficio di destinazione sarà quello scelto nei soggetti destinatari e non sarà assegnato nessuna

anagrafica tra i soggetti destinatari;

- - Metti alla Firma - Consente di creare un documento da firmare al protocollo, che verrà convertito in un protocollo solo dopo la firma.

Passo creato dall'utente itasoft in data 20/12/2022 17:14:45

Ultima modifica al passo effettuata dall'utente itasoft in data 20/12/2022 17:15:32

Pratica: SUE/180/2022

Sequenza Passo: 230 Antecedente: []

Descrizione: ultimo protocollo da eliminare

Responsabile: 000049 NICOSIA FABIO GIOVANNI

Settore Pianta Organica: []

Servizio: []

Unità Operativa: []

Quale operazione vuoi effettuare?

Protocollo Partenza Documento Formale Metti alla Firma

In Partenza

RIEPILOGO DESTINATARI:

Ufficio Informatica:

Protocollo N. [] Anno [] + Data Protocollo []

Fig. 3.1: comando [+] da cui scegliere [Documento Formale]

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