Registry Workflow – Incoming mails

```
┌─────────────────────────────────┐
│  RU/external request received;  │
│       stamped & Addressed       │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│ Scanned to the e-registry       │
│ specific doc libraries; e.g.    │
│ FIN, PROC, PRO, PER etc. &      │
│ edited to enter metadata.       │
└─────────────────────────────────┘
                │
                ▼
┌──────────────────┐   ┌─────────────────────────────────┐
│ Scanned docs are │◄──│ An Email link is sent to        │
│ stored in their  │   │ addressee; Finance /Project/    │
│ respective Doc   │   │ programme Focal Point serves    │
│ libraries        │   │ as a notification of the        │
└──────────────────┘   │ received mail                   │
                       └─────────────────────────────────┘
                                       │
                                       ▼
                       ┌─────────────────────────────────┐
                       │ Receives notification and       │
                       │ actions the request             │
                       └─────────────────────────────────┘
                                       │
                                       ▼
                       ┌─────────────────────────────────┐
                       │ Once the request is actioned,   │
                       │ the workflow closes and the     │
                       │ documents are automatically     │
                       │ archived                        │
                       └─────────────────────────────────┘
                                       │
                                       ▼
                       ┌─────────────────────────────────┐
                       │ Online link to archive created  │
                       │ for future reference            │
                       └─────────────────────────────────┘
```