zelite

ZELITE SOLUTIONS

CLASSEUR - DOCUMENT MANAGEMENT SYSTEM
IN COMPLIANCE WITH ISO QMS STANDARD

🌐 www.zelitesolutions.com

Zelite Solutions Pvt. Ltd.

🏠 302, Marisoft – III,
Marigold - Premises, Marigold
complex, Kalyani Nagar,
Pune – 411014, India
Phone : **+91 8380841000**

Zelite Solutions LLC

Dubai - UAE
Sharjah Media City,
Sharjah, UAE
Phone : **+971 8000182463**

✉ Sales: business@zelitesolutions.com
Board: info@zelitesolutions.com
Support: support@zelitesolutions.com

EXECUTIVE SUMMARY

We are an enterprise solutions company that transforms ideas into reality using technology as a tool. Since over a decade, Zelite has provided customized, process-driven software solutions to its clients all over the world. By leveraging cutting-edge technology, we help businesses gain a competitive advantage.

Zelite is a leading enterprise solution and full-service software development company headquartered in Pune, India with global delivery capabilities. We offer a range of services, including Package Implementation, Product Development, Legacy Migrations, Web Application Development, Mobile Application Development, and Knowledge Services.

With a subject matter expert team, Zelite has the domain expertise, versatility and flexibility to cater even to the most rigorous customer demands. Zelite offers a variety of solutions, either by enhancing existing methodologies or by developing innovative approaches to suit specific needs.

Zelite combines deep technology expertise and industry-specific insights into how technology impacts people and processes to deliver solutions that help clients achieve business outcomes with agility, speed and certainty. The Zelite approach entails multi-tiered and multi-platform methodologies, combining our extensive experience with proven results. Our solutions are customized to meet the precise needs of our clients.

DOCUMENT MANAGEMENT SYSTEM – Classeur

Classeur DMS helps engineering project companies to manage, process, and collaborate on large volumes of project documents and information. This software reduces information management risks by ensuring teams adhere to organizational policies and procedures and maintain quality standards.

Classeur DMS is highly customizable, meeting the unique requirements of each project while supporting the institutional policies and governance requirements of the entire company.

Classeur Document Management Features

Classeur Document Management System is a powerful engineering document management system (EDMS) equipped with automated business processes and advanced collaboration tools.

Classeur DMS features include: Document Library | Version Control | Workflow | Task, Alerts and Notifications | Reports and Dashboards | Add-on Features

Document Library and Processing

Classeur DMS is designed to control the large volumes of documents required for various engineering projects. With Classeur DMS, documents are centrally stored and can be reviewed, validated, approved, monitored, and distributed by authorized document controllers. The purpose-built DMS supports document control practices with the following capabilities:

- New Document Creation
- Document Workflow
- Document Search and Edit
- Folder Creation
- Upload Documents or Files
- Control who has access to documents.
- Make Documents Public or Private

Version Control

This feature 'Version control' replaces the dependency on individuals for retaining older versions and saving a new version with a systematic, automated approach to store document versions. In addition, the document life cycle is recorded for review and regulatory compliance.

Highlighted features are as follows:

- Major and Minor Document Versioning
- Track history of a Document version
- Restore a previous Document version
- View a previous document version
- Version Document Numbering
- Document Check-in and check-out
- Make a document private or public

Workflow

The workflow feature allows defining a systematic business process in line with document collaborators associated with various business functions.
Document workflow management helps review business processes and ensure that they work effectively for document collaborators.

Highlighted features are as follows:

- Serial and Parallel Workflow
- Document Request Creation
- Document Approval
- Publishing
- Feedback Collection
- Escalation Matrix
- Inbound Submittals
- Outbound Submittals

TASKS, ALERTS & NOTIFICATIONS

One of the best ways to maintain control over your documents is to be aware of what is happening within your digital repository. Classeur DMS makes that task easier for administrators and managers by setting email alerts on the document and various events. Such as view, check out, check-in, profile changes, export, security changes, deletions, overwrites, and more. Email notifications and alerts can also provide users with information about new tasks assigned to them. With Classeur's comprehensive alerting system, you'll always be aware of anything that happens in your system or to your documents - without having to monitor and manually keep track of all changes constantly.

Highlighted features are as follows:

- Set a Reminder
- Edit a Reminder
- Email Alerts and Notifications
- Manage Alerts and Notifications
- Workflow Alerts
- Task Notifications

REPORTS & DASHBOARDS

Dashboards provide real-time status while KPI reports provide transparency, accountability, and actionable insights into document information, workflow progress, and user activities. A drill-down report enables users to explore underlying details from a high-level view. In addition, account administrators can review the reports and dashboards to gain an overview of all files in the system.

Highlighted features are as follows:

- User Dashboard
- Report for Summary of vChanges
- Document Version Report
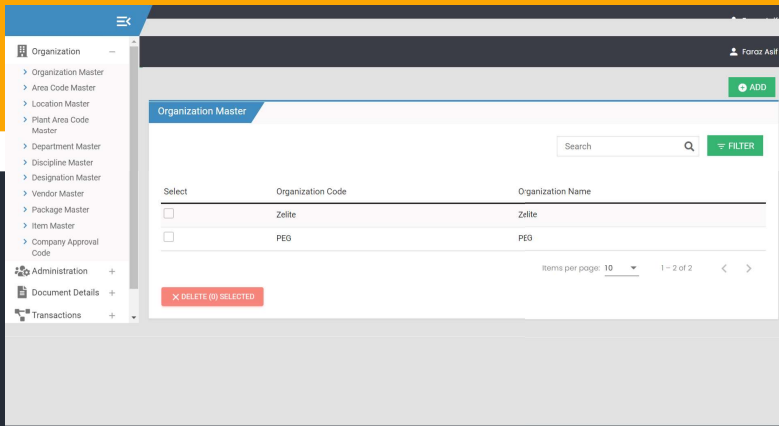- Summary of Request Received
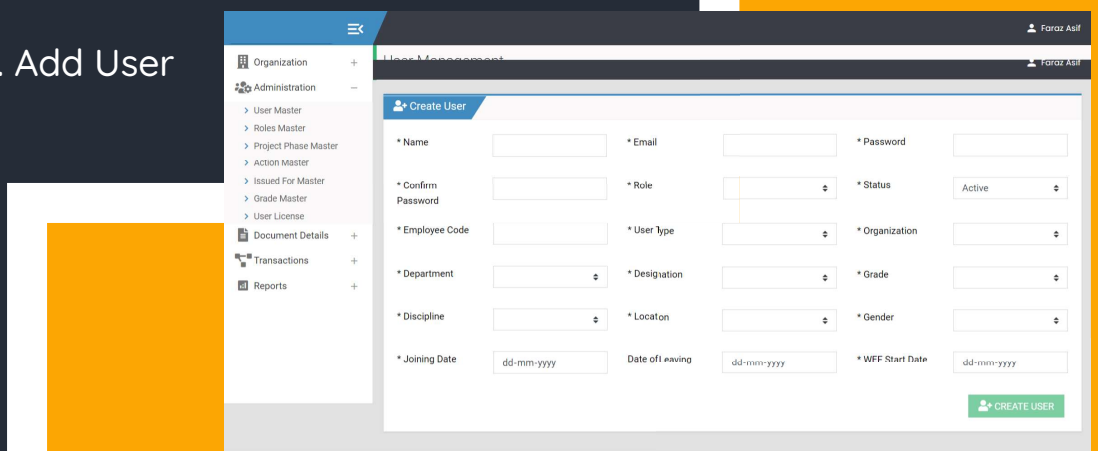- Audit Report
- Usage Report

ADD-ON FEATURES

With our add-on feature, Classeur DMS can be integrated with Microsoft Word, which allows the end-user to create and edit the document online – using the web browser. Also, it is compatible with MS Office 2017 and higher versions.
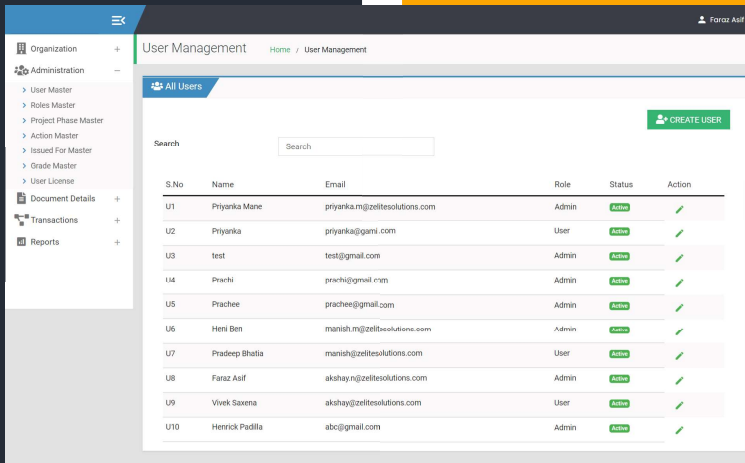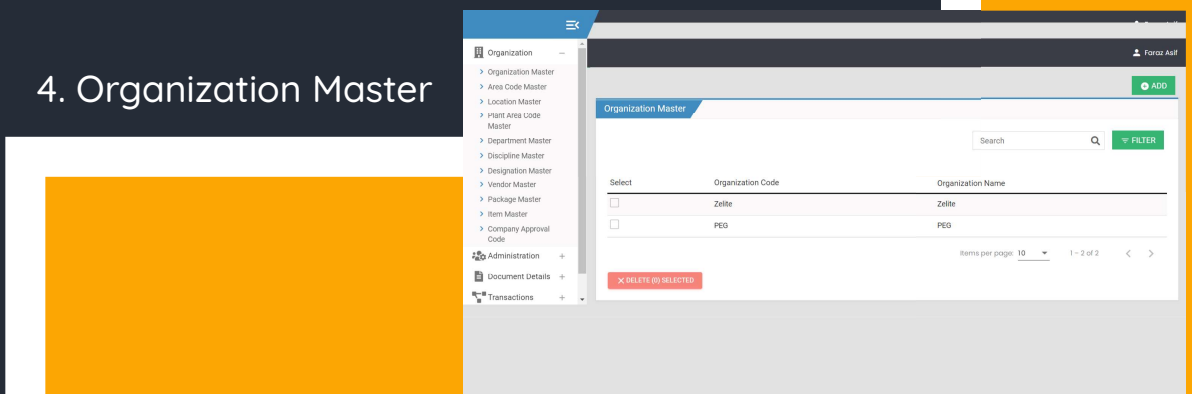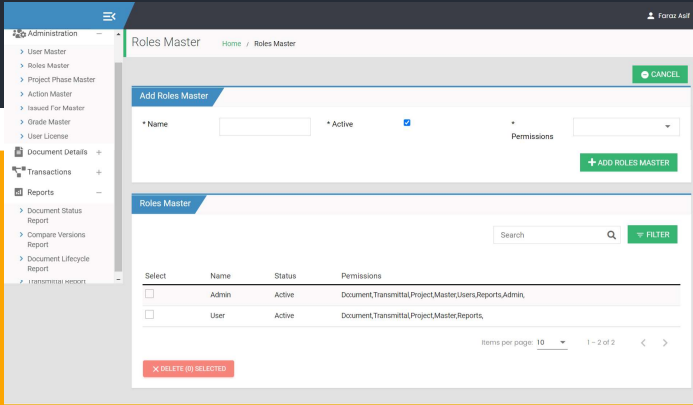
DMS SYSTEM SCREENSHOTS

1. Dashboard

Organization
- Organization Master
- Area Code Master
- Location Master
- Plant Area Code Master
- Department Master
- Discipline Master
- Designation Master
- Vendor Master
- Package Master
- Item Master
- Company Approval Code

Administration
Document Details
Transactions

Faraz Asif

ADD

Organization Master

Search | FILTER

Select	Organization Code	Organization Name
☐	Zelite	Zelite
☐	PEG	PEG

Items per page: 10 | 1 – 2 of 2

✕ DELETE (0) SELECTED

2. Add User

Faraz Asif

Organization
Administration
- User Master
- Roles Master
- Project Phase Master
- Action Master
- Issued For Master
- Grade Master
- User License

Document Details
Transactions
Reports

User Management

Faraz Asif

Create User

* Name	* Email	* Password
* Confirm Password	* Role	* Status [Active]
* Employee Code	* User Type	* Organization
* Department	* Designation	* Grade
* Discipline	* Location	* Gender
* Joining Date [dd-mm-yyyy]	Date of Leaving [dd-mm-yyyy]	* WEF Start Date [dd-mm-yyyy]

CREATE USER

3. User Management

Faraz Asif

Organization
Administration
- User Master
- Roles Master
- Project Phase Master
- Action Master
- Issued For Master
- Grade Master
- User License

Document Details
Transactions
Reports

User Management | Home / User Management

All Users

CREATE USER

Search | Search

S.No	Name	Email	Role	Status	Action
U1	Priyanka Mane	priyanka.m@zelitesolutions.com	Admin	Active	✏
U2	Priyanka	priyanka@gami.com	User	Active	✏
U3	test	test@gmail.com	Admin	Active	✏
U4	Prachi	prachi@gmail.com	Admin	Active	✏
U5	Prachee	prachee@gmail.com	Admin	Active	✏
U6	Heni Ben	manish.m@zelitesolutions.com	Admin	Active	✏
U7	Pradeep Bhatia	manish@zelitesolutions.com	User	Active	✏
U8	Faraz Asif	akshay.n@zelitesolutions.com	Admin	Active	✏
U9	Vivek Saxena	akshay@zelitesolutions.com	User	Active	✏
U10	Henrick Padilla	abc@gmail.com	Admin	Active	✏

4. Organization Master

Faraz Asif

Organization
- Organization Master
- Area Code Master
- Location Master
- Plant Area Code Master
- Department Master
- Discipline Master
- Designation Master
- Vendor Master
- Package Master
- Item Master
- Company Approval Code

Administration
Document Details
Transactions

ADD

Organization Master

Search | FILTER

Select	Organization Code	Organization Name
☐	Zelite	Zelite
☐	PEG	PEG

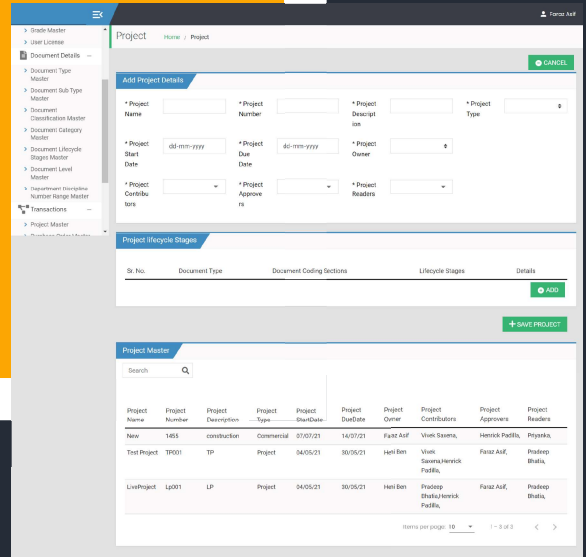Items per page: 10 | 1 – 2 of 2

✕ DELETE (0) SELECTED
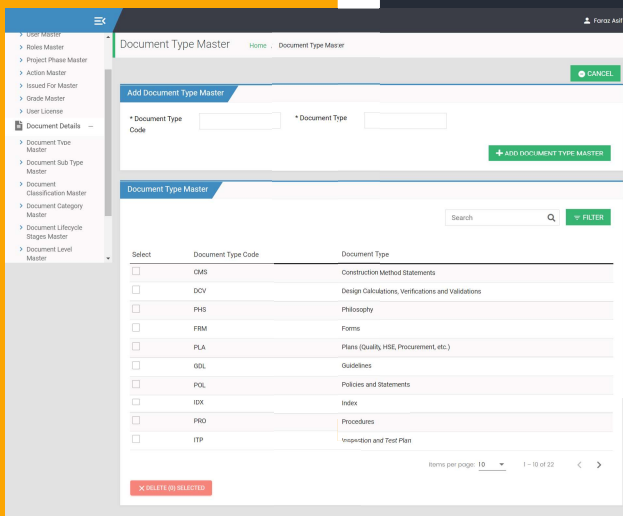
DMS SYSTEM SCREENSHOTS

5. Role Master

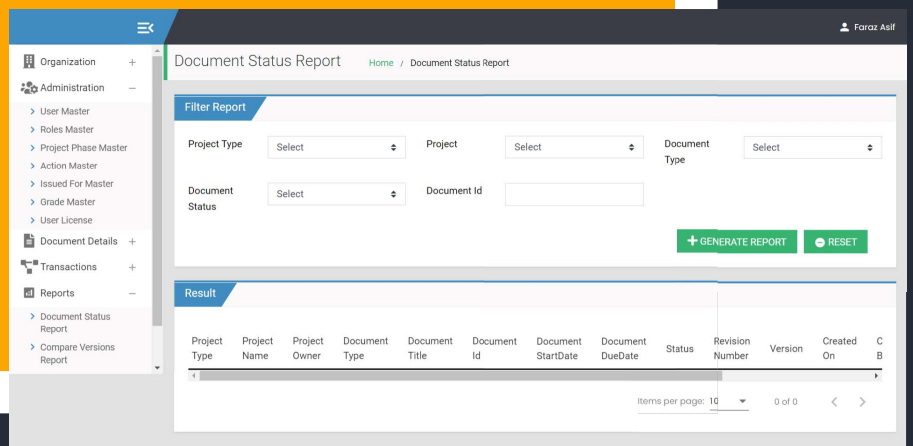## 6. Project Master

7. Document Type Master

8. Document Status Report

BENEFITS OF CLASSEUR DMS

Improve Team Performance
Efficient access to information
Enforce time-driven process completion
Reduce information processing effort & time

Reduce Errors & Rework
Ensure information revision control &
integrity., Control distribution & access
to key stakeholders.

Ensure Compliance with Policies
Automate work processes to project
policies, Enforce standards for information
quality and categorization

Reduce Cost
Focus on your core business without increasing
your investment in time and staff. Classeur can help
you get more done with less.

Boost Throughput
Streamlined business processes lead to increased
productivity which can positively impact customer
experience.

Flexible Solution
Classeur DMS is available as an on-premise solution
and as a Hosted/SaaS solution.

CLASSEUR INDUSTRY SPECIFIC SOLUTIONS

- Engineering and Projects
- Oil and Gas
- Infrastructure
- Solar and Renewable Energy
- Construction

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Contact Us

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302, Marisoft – III,
Marigold - Premises, Marigold
complex, Kalyani Nagar,
Pune – 411014, India
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Zelite Solutions LLC

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Sharjah Media City,
Sharjah, UAE
Phone : +971 8000182463

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Support: support@zelitesolutions.com