

ZELITE SOLUTIONS

CLASSEUR - DOCUMENT MANAGEMENT SYSTEM
IN COMPLIANCE WITH ISO QMS STANDARD



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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:

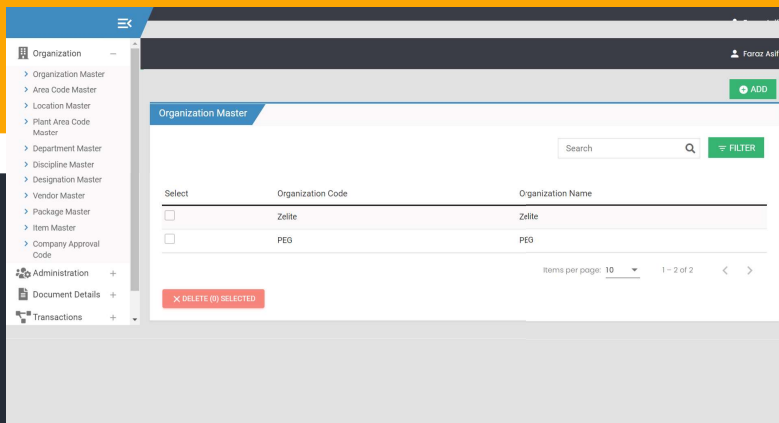
- User Dashboard
- Report for Summary of vChanges
- Document Version Report
- Summary of Request Received
- Audit Report
- Usage Report

ADD-ON FEATURES

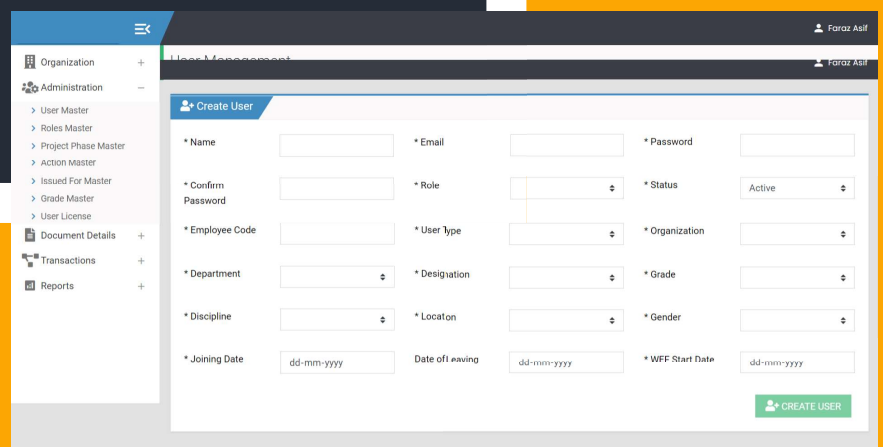
With our add-on feature, Classeur DMS can be integrated with Microsoft Word, which allows the end-user to create and edit the document online - using the web browser. Also, it is compatible with MS Office 2017 and higher versions.

DMS SYSTEM SCREENSHOTS

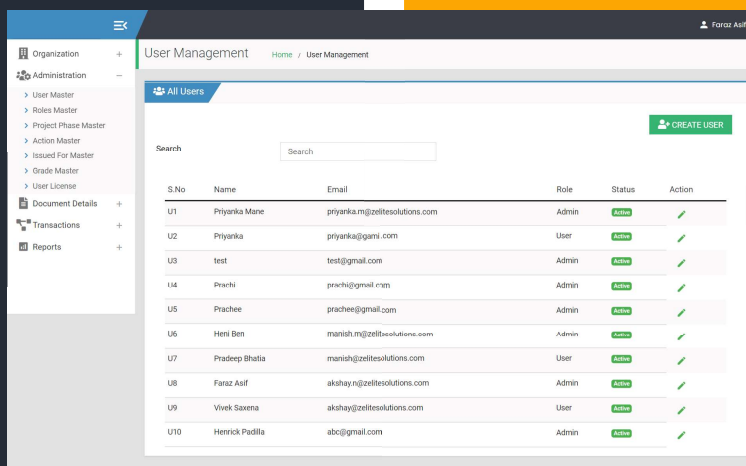
1. Dashboard



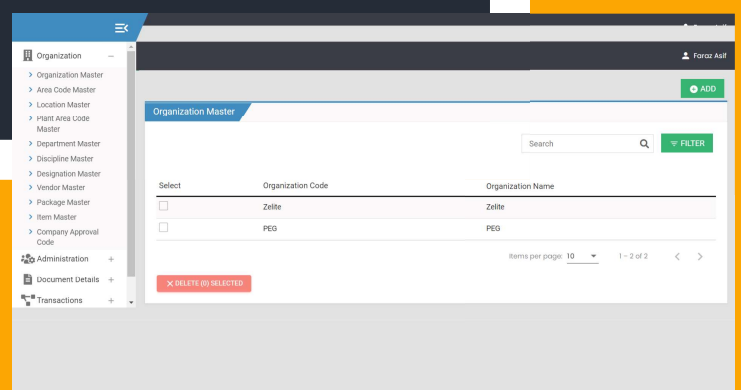
2. Add User



3. User Management



4. Organization Master



DMS SYSTEM SCREENSHOTS

5. Role Master

Roles Master Home / Roles Master

Add Roles Master

* Name: * Active: ☒ Permissions:

+ ADD ROLES MASTER

Roles Master

Search **FILTER**

Select	Name	Status	Permissions
<input type="checkbox"/>	Admin	Active	Document,Transmittal,Project,Master,Users,Reports,Admin
<input type="checkbox"/>	User	Active	Document,Transmittal,Project,Master,Reports

Items per page: 10 1 - 2 of 2

X DELETE (0) SELECTED

6. Project Master

Project Home / Project

Add Project Details

* Project Name: * Project Number: * Project Description: * Project Type:

* Project Start Date: * Project Due Date: * Project Owner:

* Project Contribution: * Project Approval:

+ SAVE PROJECT

Project Lifecycle Stages

Sl.No.	Document Type	Document Coding Sections	Lifecycle Stages	Details
				ADD

+ SAVE PROJECT

Project Master

Search

Project Name	Project Number	Project Description	Project Type	Project Start Date	Project Due Date	Project Owner	Project Contribution	Project Approval	Project Reviewer
New	1455	construction	Commercial	27/07/21	14/07/21	Fahd Asif	Vishal Sharma,	Vishal Sharma,	Prashant
Test Project	TP001	TP	Project	04/05/21	30/05/21	Hari Ben	Vishal Sharma,Vishal Sharma,	Fahad Asif,	Prashant
LiveProject	LP001	LP	Project	04/05/21	30/05/21	Hari Ben	Vishal Sharma,Vishal Sharma,	Fahad Asif,	Prashant

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7. Document Type Master

Document Type Master Home / Document Type Master

Add Document Type Master

* Document Type Code: * Document Type:

+ ADD DOCUMENT TYPE MASTER

Document Type Master

Search **FILTER**

Select	Document Type Code	Document Type
<input type="checkbox"/>	OMS	Construction Method Statements
<input type="checkbox"/>	DCV	Design Calculations, Verifications and Validations
<input type="checkbox"/>	PHS	Philosophy
<input type="checkbox"/>	FRM	Forms
<input type="checkbox"/>	PLA	Plans (Quality, HSE, Procurement, etc.)
<input type="checkbox"/>	QDL	Guidelines
<input type="checkbox"/>	POL	Policies and Statements
<input type="checkbox"/>	IDX	Index
<input type="checkbox"/>	PRO	Procedures
<input type="checkbox"/>	ITP	Inspection and Test Plan

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X DELETE (0) SELECTED

8. Document Status Report

Document Status Report Home / Document Status Report

Filter Report

Project Type: Project: Document Type:

Document Status: Document Id:

+ GENERATE REPORT **RESET**

Result

Project Type	Project Name	Project Owner	Document Type	Document Title	Document Id	Document StartDate	Document DueDate	Status	Revision Number	Version	Created On	C B
1												






Items per page: 10 0 of 0

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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