RESEMBLE SYSTEMS
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# STANDARD OPERATING PROCEDURES SYSTEM OVERVIEW

# AGENDA


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# CHALLENGES

**Multiple locations** for SOPs of different department

**Security Issue** due to availability of confidential documents

**Task Co-ordination** across teams for creating SOPs and Policies

**Approval Mechanism** for SOPs and Policies of different departments

**SOP & Policies Training** & Assessment Centre

No official method of raising a **Change Request for the Policies & SOPs**

# OVERVIEW

The main objective of this process is to provide the standard and systematic approach to all the process followed in the organization.

SOP acts as reference guide for all the challenges and address your query by giving you set of step-by-step instructions compiled by a subject experts throughout all the business unit's and the departments of the organizations.

## Key Metrics

### Easy-to-use Workflow

The workflow manager lets users to manage workflows with Task Assignment, Delegation & Reminders

### Access Management

Preferential access to SOPs and Policies

### State of the Art Interface

Intuitive User Interface allows users to work seamlessly with an ease

### Analytics and Reporting

Standard report keeps you aware of the state of each process

# SOLUTION

## DMS for SOPs & Policies

Centralised location for SOPs & policies

## Task management

Assign tasks & roles for each SOP from each department

## Change Management

Change Requests for making changes to SOPs and Policies

## Alerts & Notifications

Email & Application based Notifications

## Secure & Confidential

Secured & keeps the documents confidential

## Training & Assessments

Centre for Training & Assessments for SOPs & Policies

# CAPABILITIES

1

Critical analysis of SOP dashboard

2

Training and assessment for SOPs and Policies

3

Mobile Responsive, dynamic content that changes according to screen size

4

Dynamic Workflow Engine allowing the correspondence to review and approval of SOPs & Policies

5

Approval Log to keep business processes consistent and ensuring they are followed every time

6

Change request for making changes to SOPs and policies

# BENEFITS

**Maintain Consistency** in the format across all the SOPs of the organization

**Availability of Training** session & Assessments

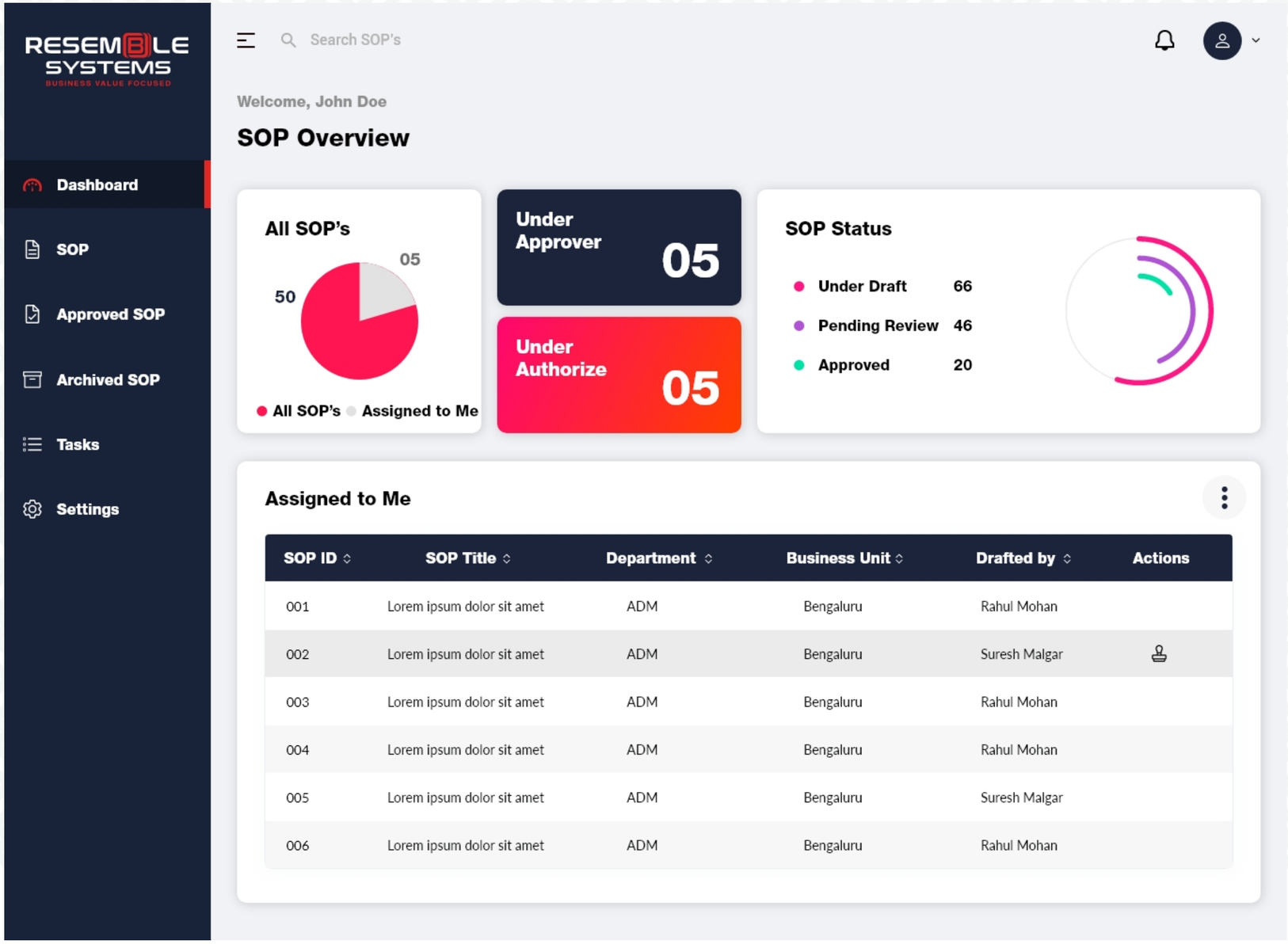
**Reduce Errors** as each SOP & policy goes through multiple approval levels

**Keeps you updated** with all the creation of new or changes in the existing

**Delegate activities** to another employee

**Secured** with highest level of security

# DASHBOARD SCREEN



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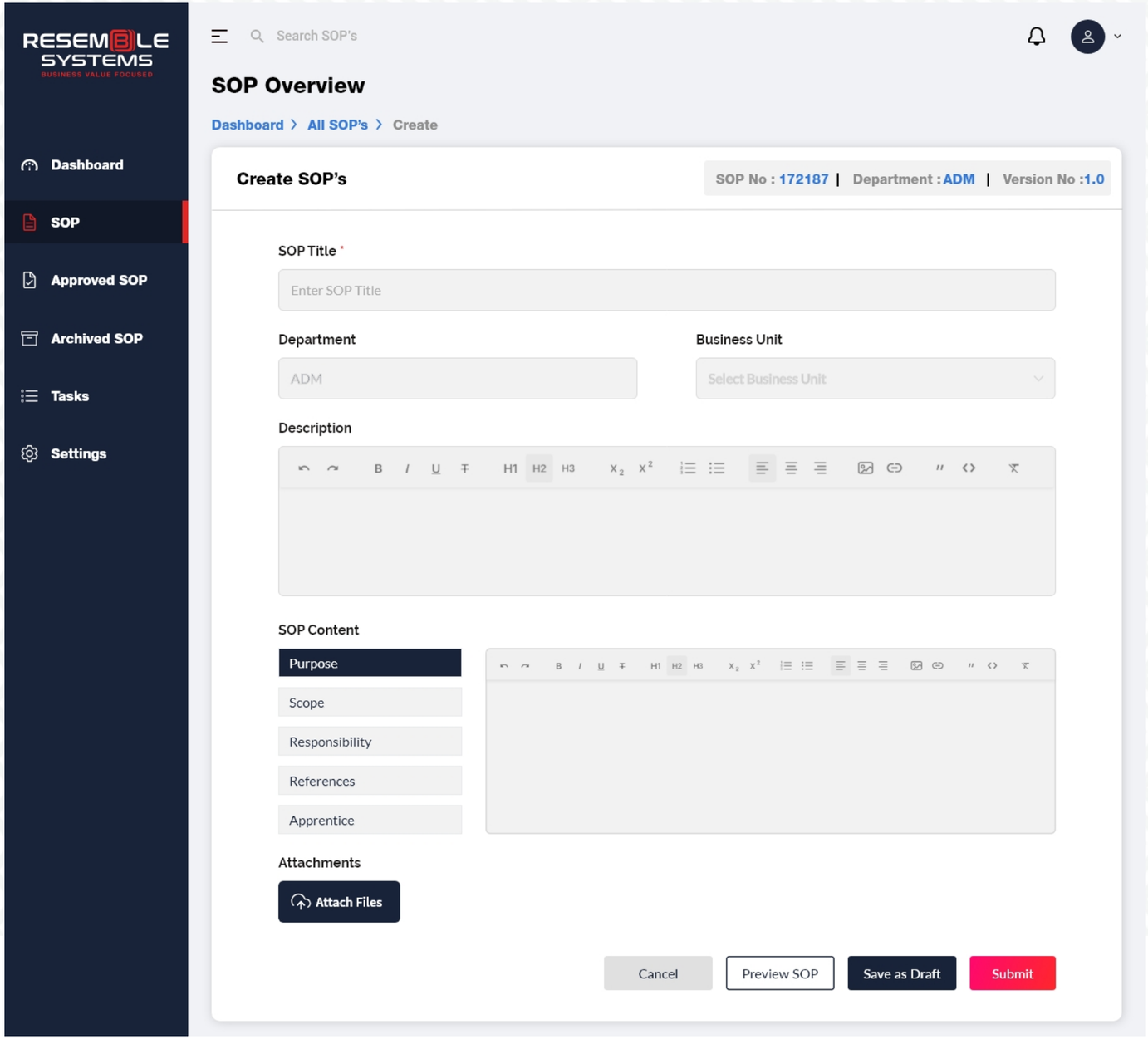
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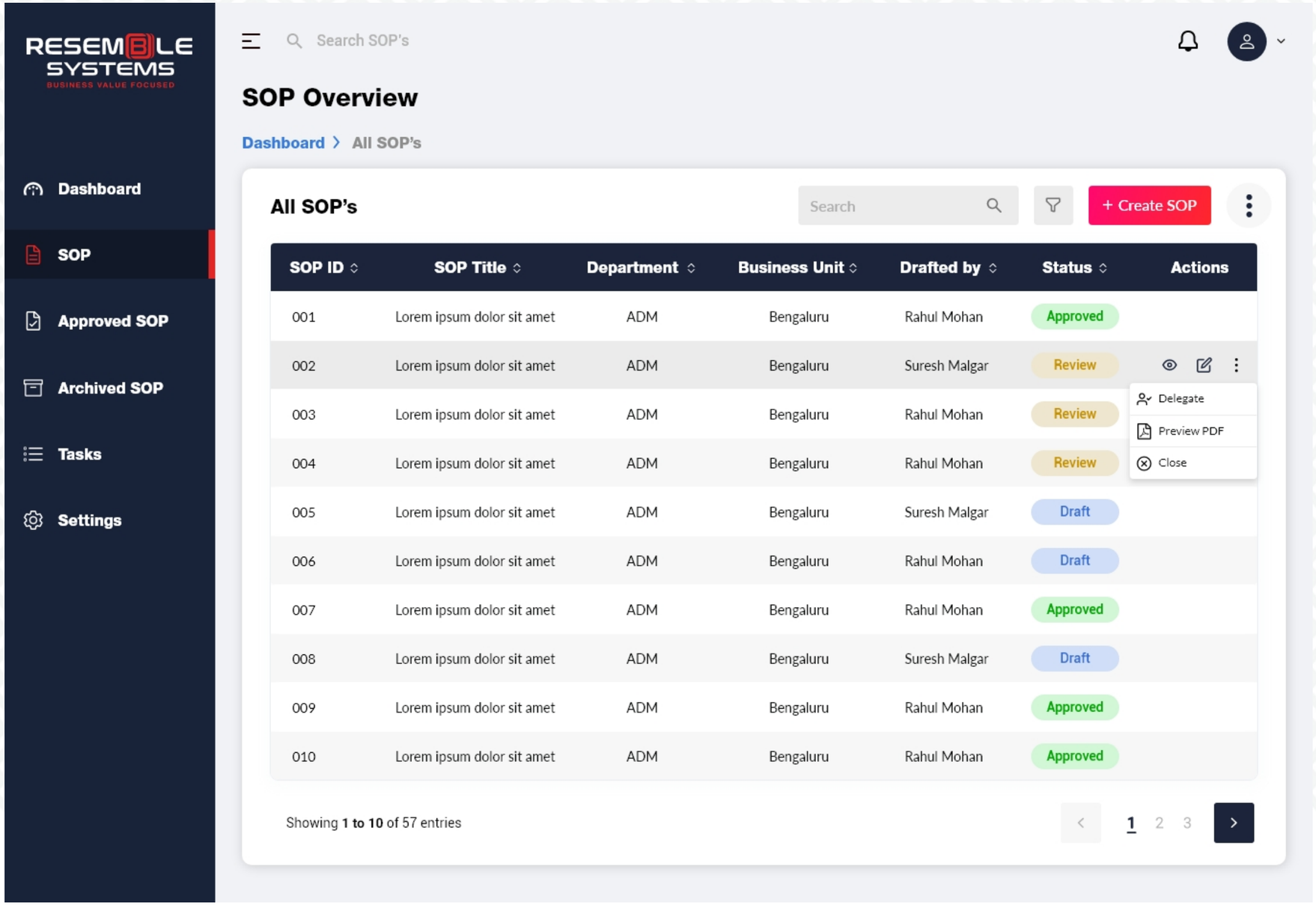
BUSINESS VALUE FOCUSED
Dashboard
SOP
Approved SOP
Archived SOP
Tasks
Settings
Search SOP's
SOP Overview
Dashboard > All SOP's > Create
Create SOP's
SOP No : 172187 | Department : ADM | Version No :1.0
SOP Title *
Enter SOP Title
Department
ADM
Business Unit
Select Business Unit
Description
SOP Content
Purpose
Scope
Responsibility
References
Apprentice
Attachments
Attach Files
Cancel
Preview SOP
Save as Draft
Submit

# VIEW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001 Lorem ipsum dolor sit amet ADM Bengaluru Rahul Mohan Approved
002 Lorem ipsum dolor sit amet ADM Bengaluru Suresh Malgar Review
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Delegate
Preview PDF
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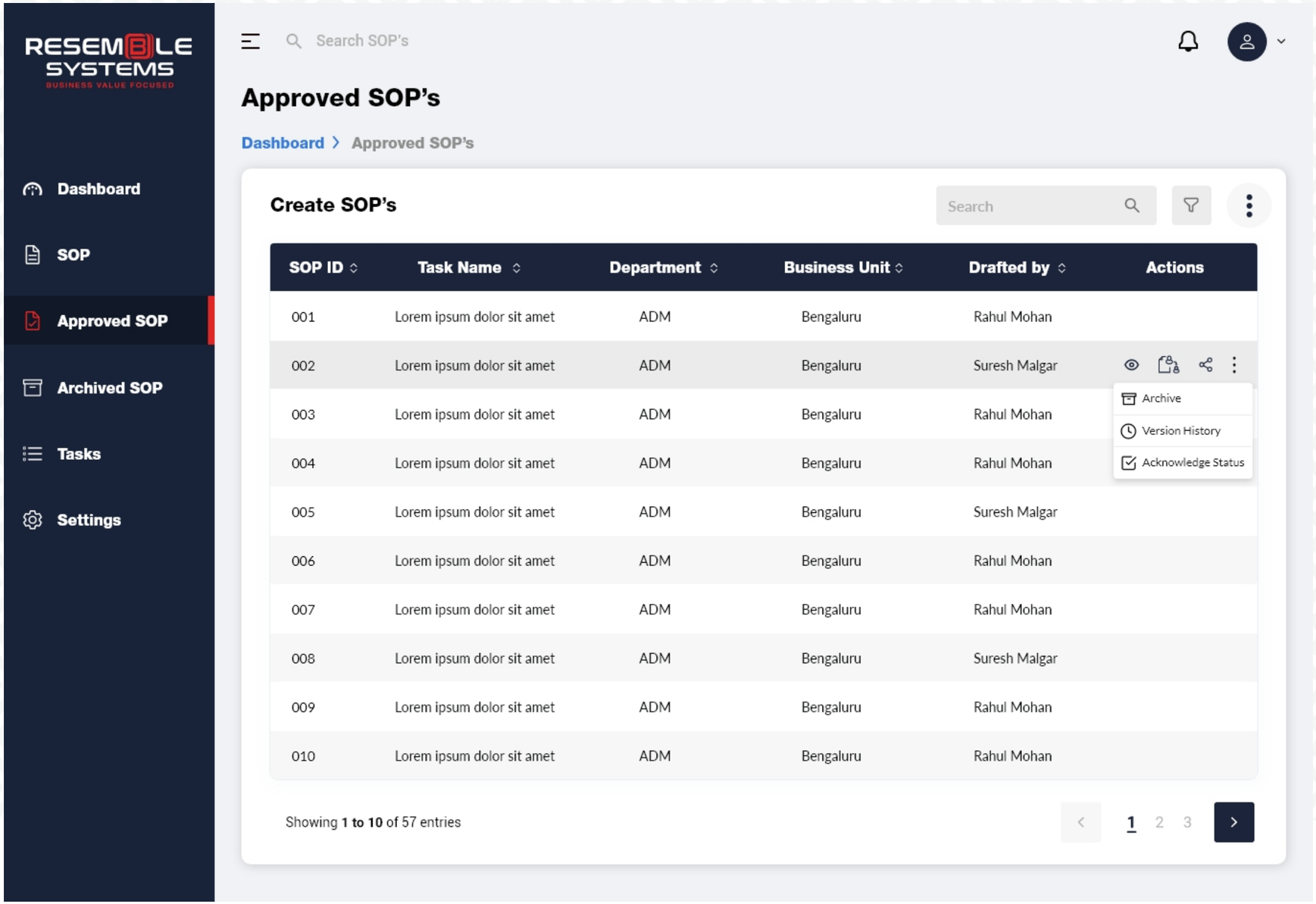
1 2 3

# APPROVER SCREEN



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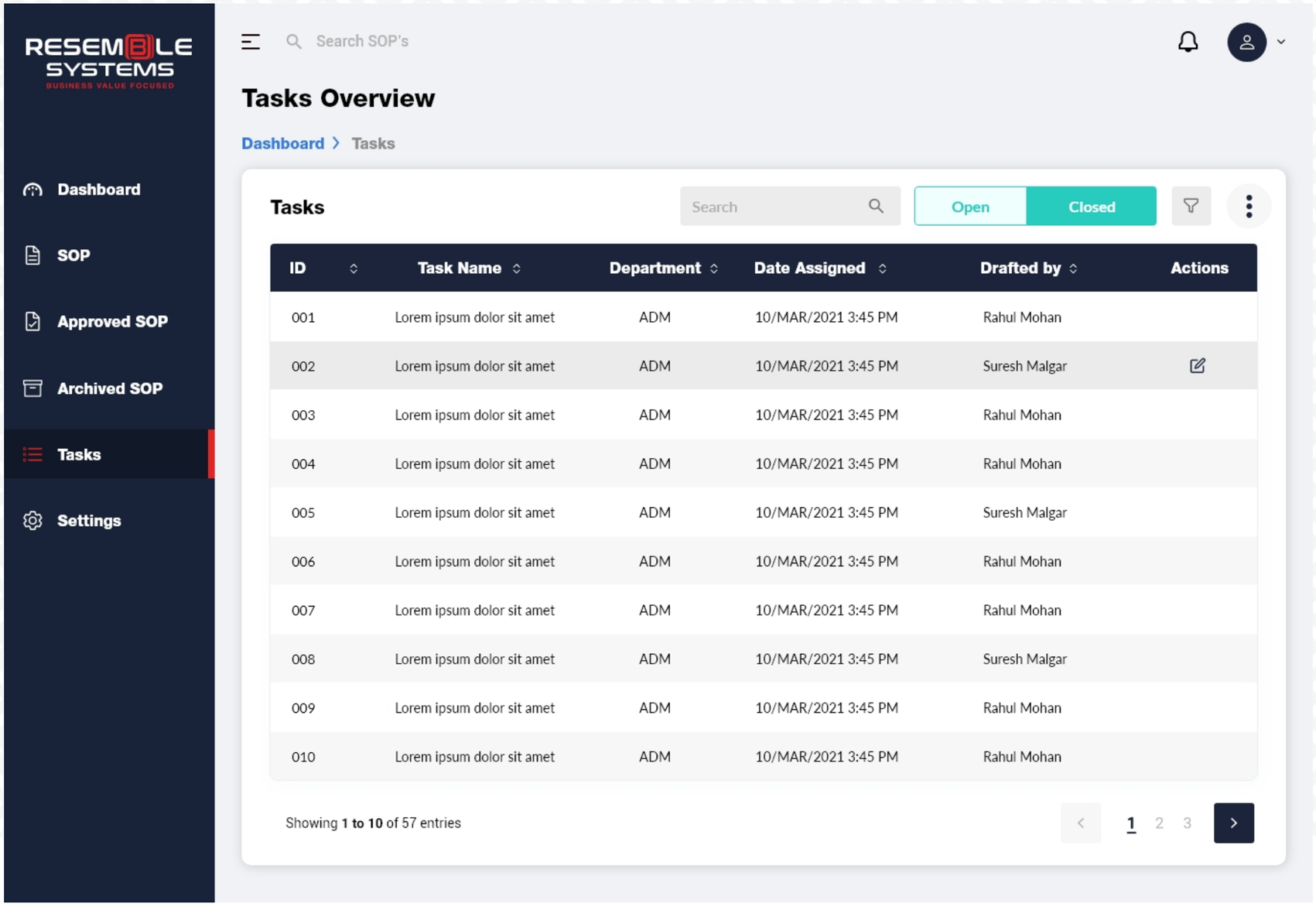
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Date Assigned
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Actions
001 Lorem ipsum dolor sit amet ADM 10/MAR/2021 3:45 PM Rahul Mohan
002 Lorem ipsum dolor sit amet ADM 10/MAR/2021 3:45 PM Suresh Malgar
003 Lorem ipsum dolor sit amet ADM 10/MAR/2021 3:45 PM Rahul Mohan
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# TECHNOLOGIES

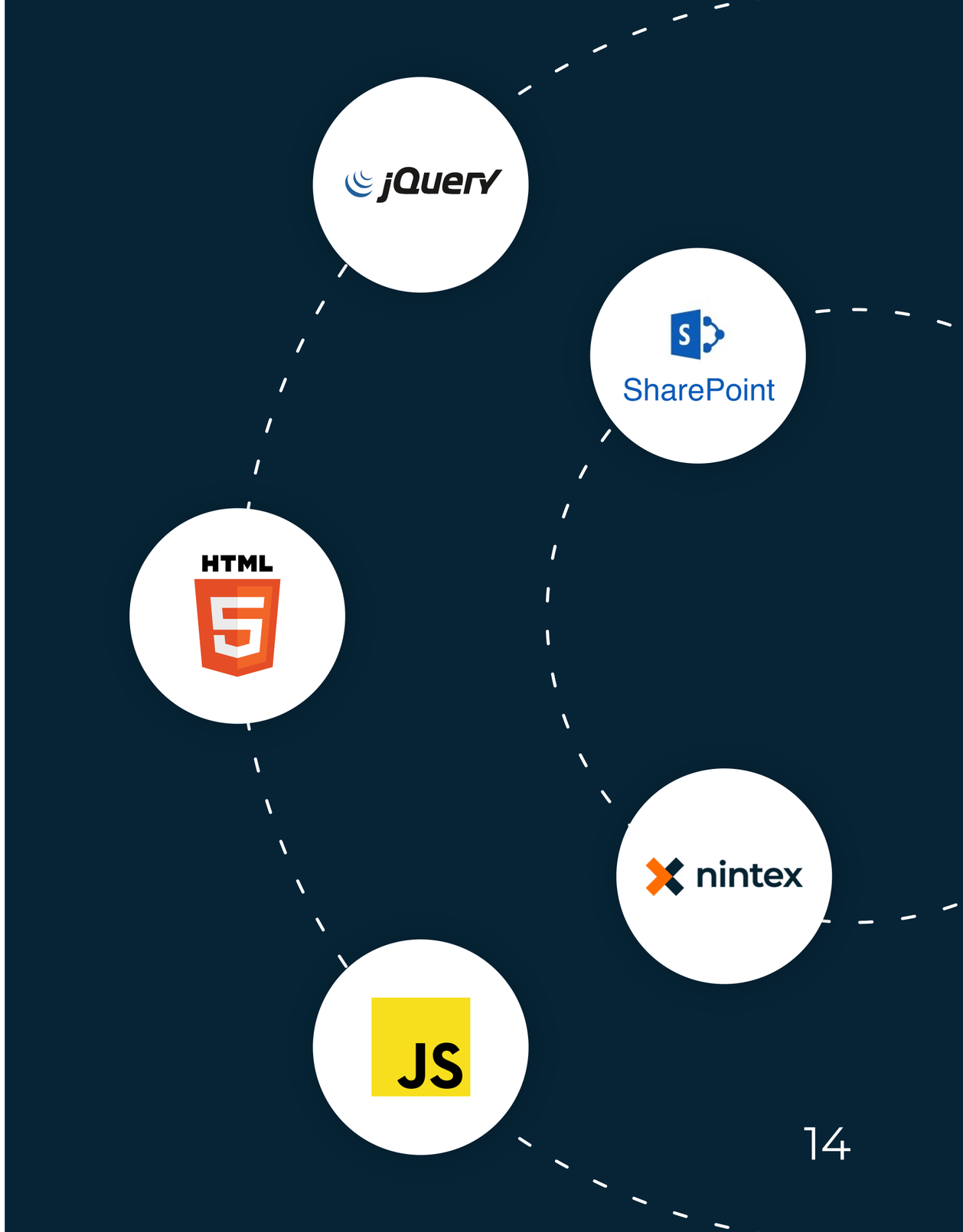
The core of the DCMS is crafted with the versatile technology stack that includes HTML, CSS3, JavaScript, J-Query, Nintex & Sharepoint.

HTML5 is a markup language used for structuring and presenting content on the World Wide Web.

Nintex Platform is used to digitalize workflow processes across departments. From simple workflows with a few actions to very complex workflows with more than 400 actions.

Sharepoint is a secure place to store, organise, share, and access information from any device.

JS, is a programming language that conforms to the ECMAScript specification.



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# Q & A

## NEXT ACTIONS