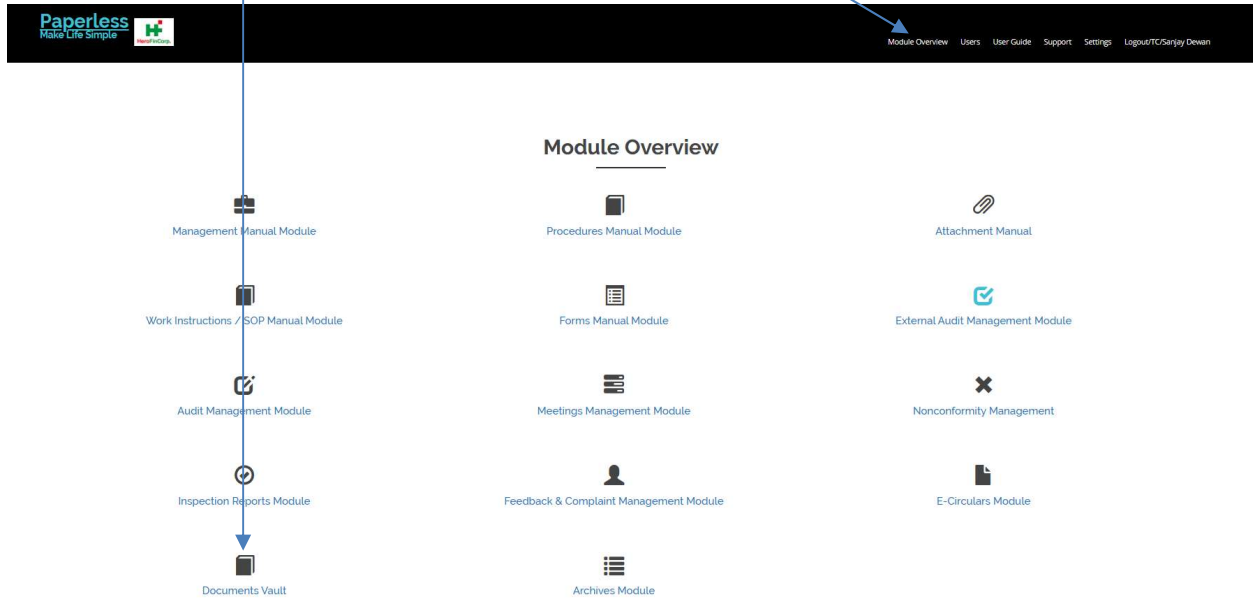







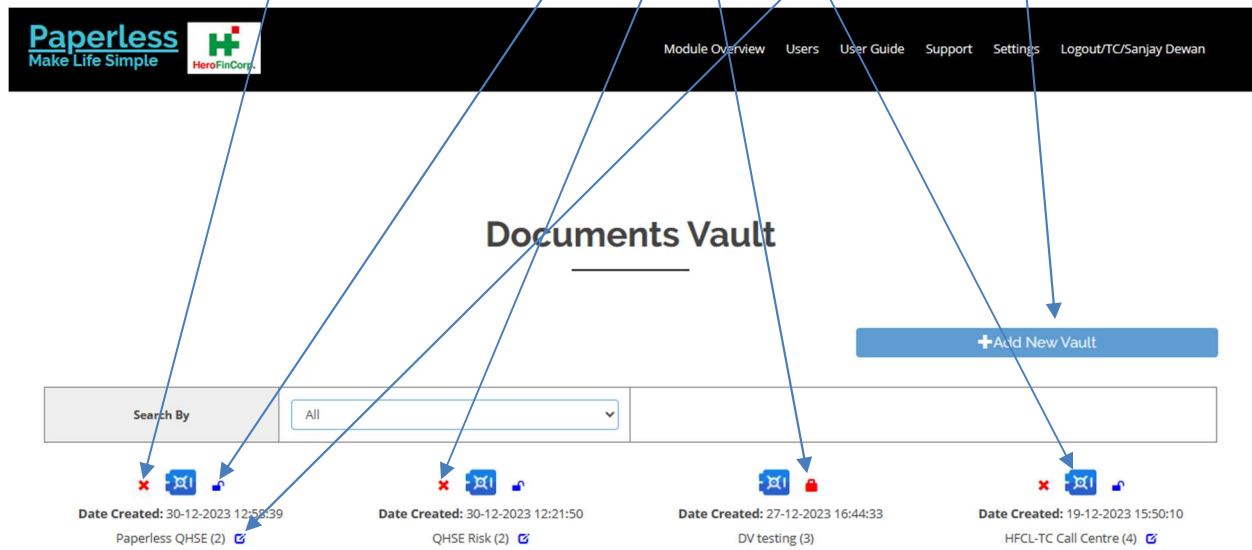
Document Vault

1. Documents Vault is a facility where you can store all important and critical documents with full proof security.
2. Click on the 'Module Overview' at the navigation bar.
3. Following page will open.
4. Click on 'Documents Vault'.



Document Vault Dashboard

1. Here we can see the complete documents vault dashboard.
2. To create new vault 'Documents Vault' page the opens click on **+Add New Vault** at the top right corner.
3. The new folder with the allotted name will be created.
4. You can add the file / folder by clicking on 
5. You can lock the folder by clicking on 
6. You can unlock the folder by clicking on 
7. You can delete the folder by clicking on 
8. You can edit the name of the folder by clicking on 







The screenshot displays the Document Vault Dashboard interface. At the top left, there are logos for 'Paperless Make Life Simple' and 'HeroFinCorp'. The top right navigation bar includes links for 'Module Overview', 'Users', 'User Guide', 'Support', 'Settings', and 'Logout/TC/Sanjay Dewan'. The main heading is 'Documents Vault'. A blue button labeled '+ Add New Vault' is positioned in the top right. Below this is a search bar with a dropdown menu set to 'All'. Four document vaults are listed, each with a set of icons for delete, add, lock, and edit. Blue arrows from the numbered list point to these icons: arrow 4 points to the 'Add' icon, arrow 5 to the 'Lock' icon, arrow 6 to the 'Unlock' icon, arrow 7 to the 'Delete' icon, and arrow 8 to the 'Edit' icon. The vaults are: 'Paperless QHSE (2)' (created 30-12-2023 12:58:39), 'QHSE Risk (2)' (created 30-12-2023 12:21:50), 'DV testing (3)' (created 27-12-2023 16:44:33), and 'HFCL-TC Call Centre (4)' (created 19-12-2023 15:50:10).

9. If you try to search by document vault name clicking on here.
10. If you try to search document by date clicking on here and the select the date.

Documents Vault

+Add New Vault





Search By

  
Date Created: 27-12-2023 16:44:33
DV testing (4) 





Documents Vault

+Add New Vault

Search By

  
Date Created: 19-12-2023 14:59:14
Important Documents (1) 

  
Date Created: 19-12-2023 15:50:10
HFCL-TC Call Centre (4) 

  
Date Created: 27-12-2023 16:44:33
DV testing (4) 

  
Date Created: 30-12-2023 12:21:50
QHSE Risk (2) 

Adding New Document Vault

1. You can add new vault by clicking on 'Add new Vault'.
2. Write the folder name in the alert box.
3. Click to submit otherwise click cancel.
4. An alert box will show up then click 'OK'.
5. The new folder with the allotted name will be created.

The image illustrates the process of adding a new document vault in the Paperless Management System through three sequential screenshots.

Step 1: Dashboard Overview
The top navigation bar includes the Paperless logo (Make Life Simple) and HeroFinCorp. logo, along with links for Module Overview, Users, User Guide, Support, Settings, and Logout/TC/Sanjay Dewan. The main heading is "Documents Vault". A blue button labeled "+Add New Vault" is visible on the right side. Below the heading is a search bar with "All" selected. Two document cards are shown: "HFCL-TC Call Centre (3)" created on 19-12-2023 at 15:50:10, and "Important Documents (1)" created on 19-12-2023 at 14:59:14.

Step 2: Add New Vault Modal
A modal titled "Paperless Management System states" is displayed. It contains a text input field for "Vault Name" with "DV testing" entered. Below the input field are two buttons: "Submit" and "Cancel".

Step 3: Confirmation Message
A confirmation message box titled "Paperless Management System States" is shown, stating "A new 'DV testing' vault has been added successfully." with an "OK" button.


Adding New Document Vault in the Folder

1. You can add new vault in the vault document folder by clicking on 'Add new Vault'.
2. Write the folder name in the alert box.
3. Click to submit otherwise click cancel.
4. An alert box will show up then click 'OK'.
5. The new folder with the allotted name will be created.



The screenshot shows the 'Paperless Management System states' interface. A dialog box titled 'Paperless Management System states' is open, prompting for a 'Folder Name'. The text 'Paperless Gatepass' is entered in the input field. Below the input field are 'Submit' and 'Cancel' buttons. To the right of the dialog box is a '<< Back' button. Below the dialog box is a '+Add New Folder' button. In the background, there are 'Choose File' and 'Upload File' buttons, and a table with columns: S. No., Folder / File Name, Submitted By, Date, View, Download, and Archive. The table content is 'Records Not Found.'

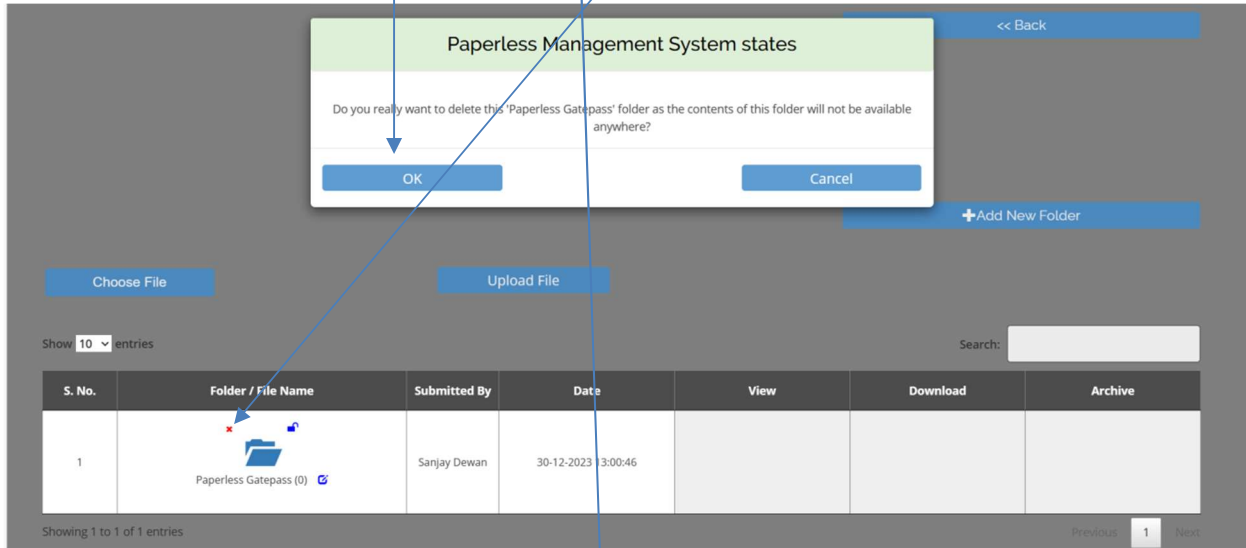
The screenshot shows the 'Paperless Management System States' interface with a success message: 'A new 'Paperless Gatepass' folder has been added successfully.' Below the message is an 'OK' button.

The screenshot shows the 'Documents Vault - Paperless QHSE' interface. It features a '<< Back' button at the top right, a '+Add New Folder' button, and 'Choose File' and 'Upload File' buttons. Below these are 'Show 10 entries' and a search box. A table with columns: S. No., Folder / File Name, Submitted By, Date, View, Download, and Archive is displayed. The table contains one entry with S. No. 1, Folder / File Name 'Paperless Gatepass (0)', Submitted By 'Sanjay Dewan', and Date '30-12-2023 13:00:46'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.


S. No.	Folder / File Name	Submitted By	Date	View	Download	Archive
1	 Paperless Gatepass (0)	Sanjay Dewan	30-12-2023 13:00:46			

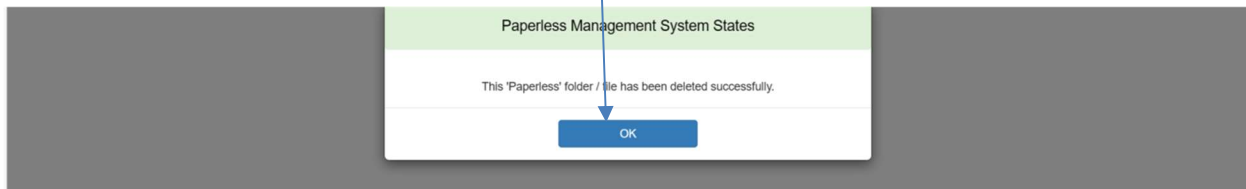
Delete Folder

1. You can delete any folder by clicking on the  at the top left of the .
2. Click 'OK' in the alert box if you agree with the statement in the alert box.
3. An alert box will show up then click 'OK'.





The screenshot shows the 'Paperless Management System states' interface. A modal dialog box is displayed with the following text: "Do you really want to delete this 'Paperless Gatepass' folder as the contents of this folder will not be available anywhere?". The dialog has 'OK' and 'Cancel' buttons. In the background, a table lists folders. The first entry is 'Paperless Gatepass (0)' with a folder icon and a red 'X' icon. The table has columns for S. No., Folder / File Name, Submitted By, Date, View, Download, and Archive. The 'Submitted By' is Sanjay Dewan and the 'Date' is 30-12-2023 3:00:46. The interface also includes buttons for 'Choose File', 'Upload File', '<< Back', and '+ Add New Folder', along with a search bar and pagination controls.

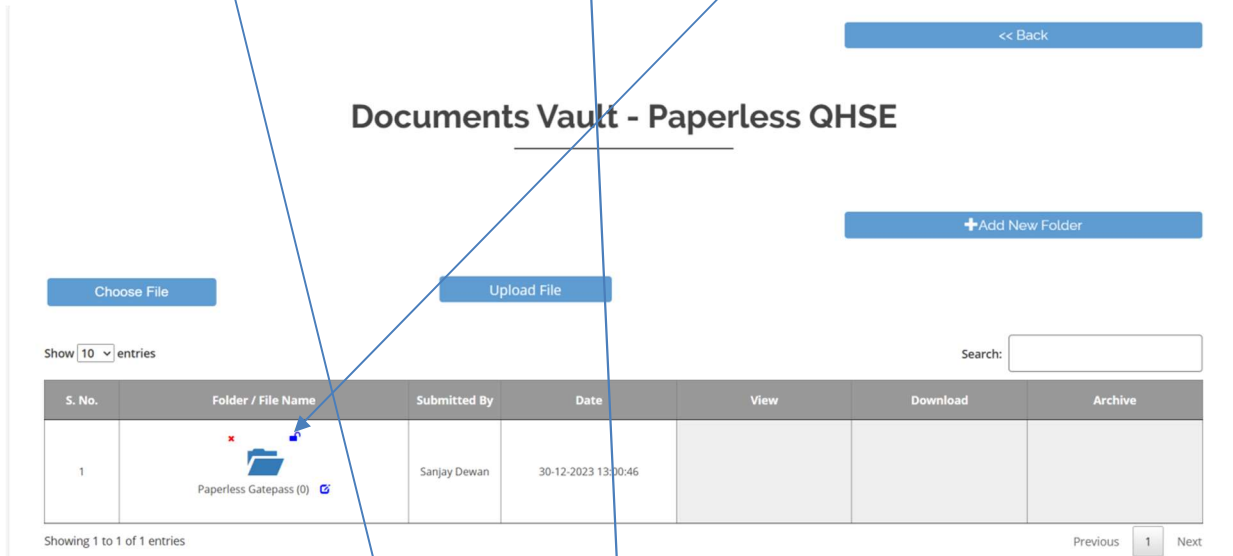
S. No.	Folder / File Name	Submitted By	Date	View	Download	Archive
1	 Paperless Gatepass (0)	Sanjay Dewan	30-12-2023 3:00:46			



The screenshot shows the 'Paperless Management System States' interface with a modal dialog box displaying the message: "This 'Paperless' folder / file has been deleted successfully.". The dialog has an 'OK' button.

Lock Folder



1. You can lock / secure any file / folder by clicking on the  at the top right of the folder .
2. Click 'OK' in the alert box if you agree with the statement in the alert box.
3. An alert box will show up then click 'OK'.



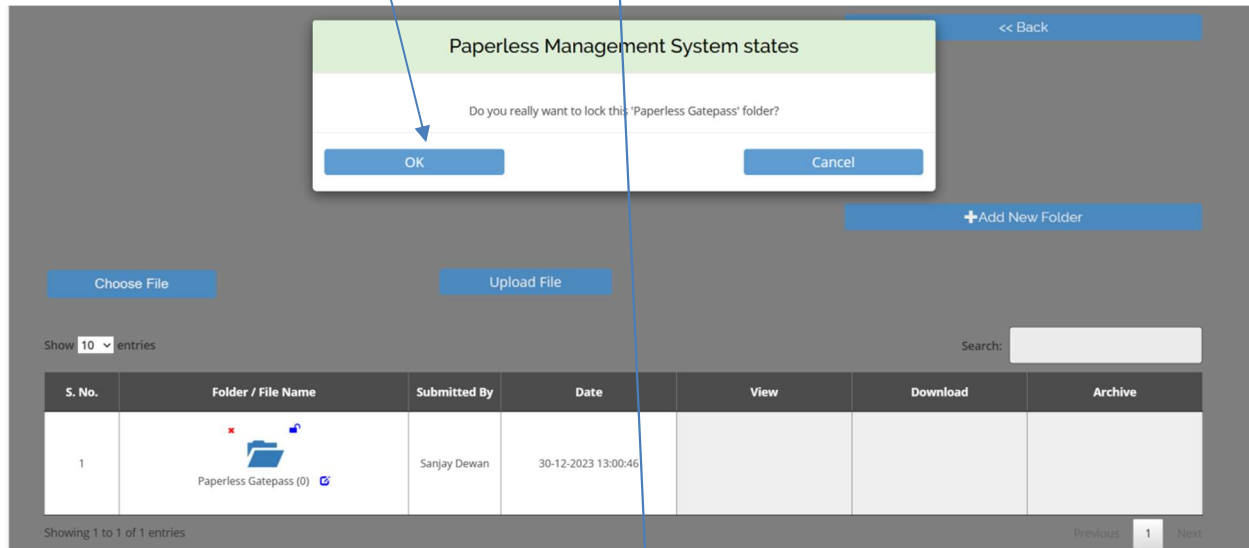
Documents Vault - Paperless QHSE

Choose File Upload File

Show 10 entries Search:

S. No.	Folder / File Name	Submitted By	Date	View	Download	Archive
1	 Paperless Gatepass (0) 	Sanjay Dewan	30-12-2023 13:00:46			

Showing 1 to 1 of 1 entries Previous 1 Next





Paperless Management System states

Do you really want to lock this 'Paperless Gatepass' folder?

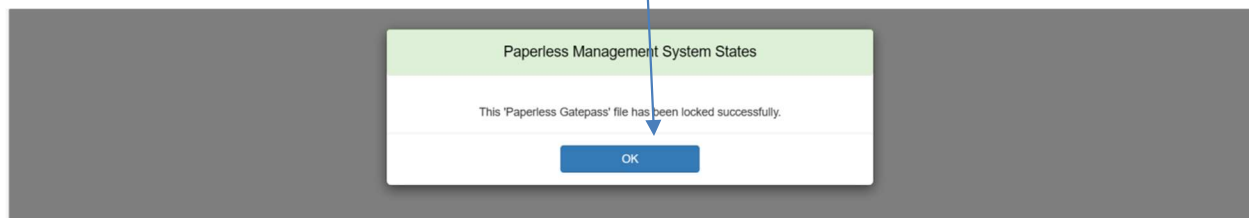
OK Cancel

Choose File Upload File

Show 10 entries Search:

S. No.	Folder / File Name	Submitted By	Date	View	Download	Archive
1	 Paperless Gatepass (0) 	Sanjay Dewan	30-12-2023 13:00:46			

Showing 1 to 1 of 1 entries Previous 1 Next



Paperless Management System States

This 'Paperless Gatepass' file has been locked successfully.

OK


4. After follow these step your folder locked successfully.

Documents Vault - Paperless QHSE

[+Add New Folder](#)



[Choose File](#) [Upload File](#)

Show entries Search:

S. No.	Folder / File Name	Submitted By	Date	View	Download	Archive
1	 Paperless Gatepass (0)	Sanjay Dewan	30-12-2023 13:00:46			

Showing 1 to 1 of 1 entries Previous Next

Unlocked Folder

1. Once a folder is locked / secured you can unlock any folder by clicking on the  at the top right of the folder .
2. Click 'OK' in the alert box if you agree with the statement in the alert box.
3. An alert box will show up then click 'OK'.

Documents Vault - Paperless QHSE

[+Add New Folder](#)

[Choose File](#) [Upload File](#)

Show entries Search:

S. No.	Folder / File Name	Submitted By	Date	View	Download	Archive
1	 Paperless Gatepass (0)	Sanjay Dewan	30-12-2023 13:00:46			

Showing 1 to 1 of 1 entries Previous Next

Paperless Management System states

Do you really want to unlock this 'Paperless Gatepass' folder?

[OK](#) [Cancel](#)

[+Add New Folder](#)

[Choose File](#) [Upload File](#)

Show entries Search:

S. No.	Folder / File Name	Submitted By	Date	View	Download	Archive
1	 Paperless Gatepass (0)	Sanjay Dewan	30-12-2023 13:00:46			


Showing 1 to 1 of 1 entries Previous Next

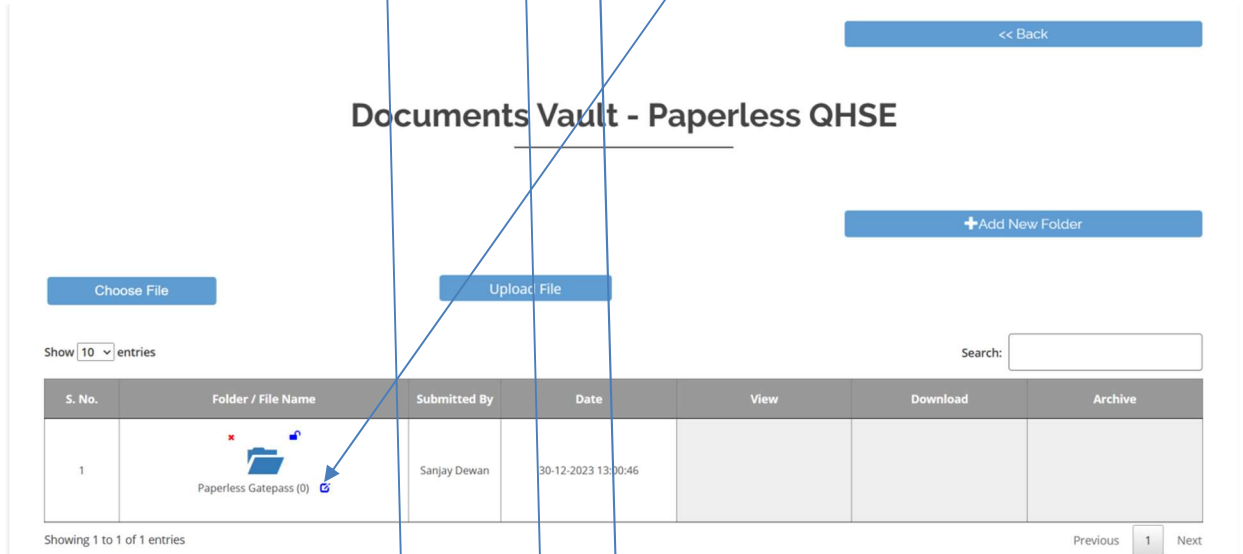
Paperless Management System States

This 'Paperless Gatepass' file has been unlocked successfully.

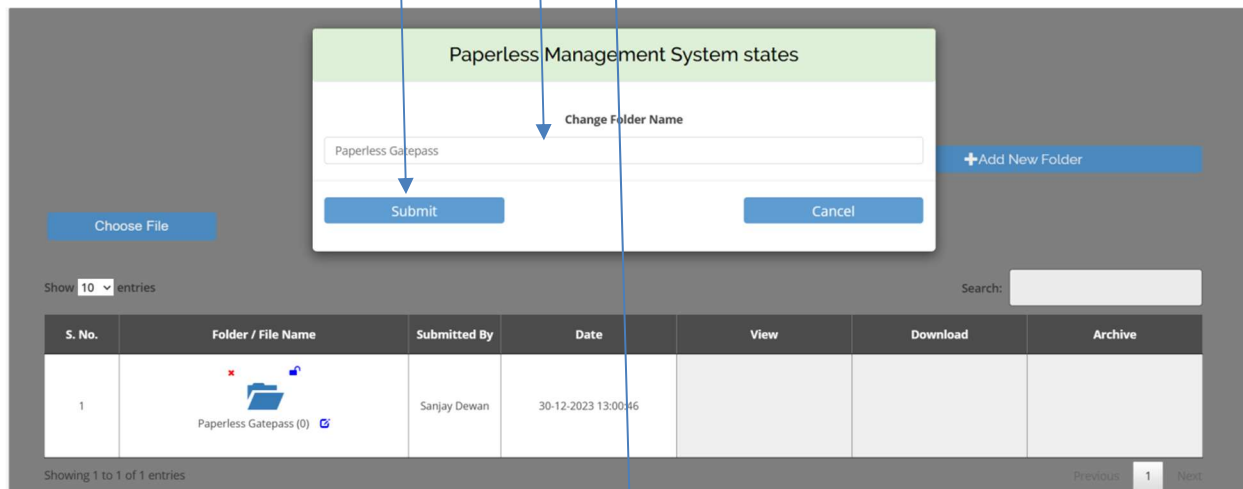
[OK](#)

Editing or Change Folder Name

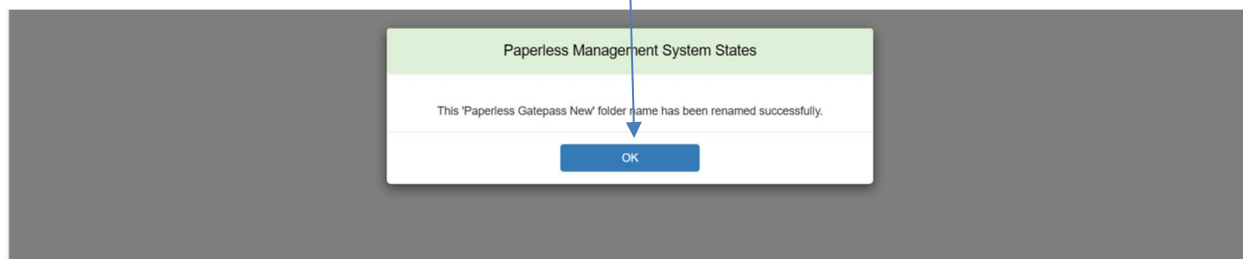
1. You can edit the name of the folder by clicking on the  next to the name of the folder.
2. Write the folder name in the alert box.
3. Click to submit otherwise click cancel.
4. An alert box will show up then click 'OK'
5. The folder name has been successfully edited or changed.



The screenshot shows the 'Documents Vault - Paperless QHSE' interface. At the top right is a '<< Back' button. Below it is a '+ Add New Folder' button. On the left, there are 'Choose File' and 'Upload File' buttons. A search bar is located on the right. Below the search bar is a table with the following columns: S. No., Folder / File Name, Submitted By, Date, View, Download, and Archive. The table contains one entry with S. No. 1, Folder / File Name 'Paperless Gatepass (0)', Submitted By 'Sanjay Dewan', and Date '30-12-2023 13:00:46'. An edit icon is visible next to the folder name. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

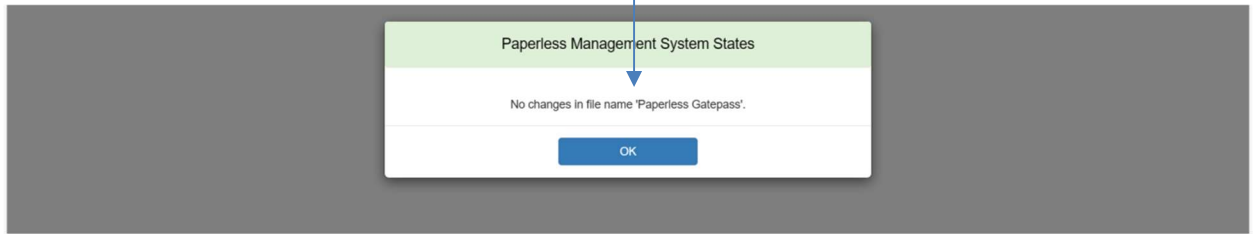


The screenshot shows the 'Paperless Management System states' dialog box. The title is 'Change Folder Name'. The input field contains 'Paperless Gatepass'. There are 'Submit' and 'Cancel' buttons. A '+ Add New Folder' button is visible on the right. Below the dialog box, the same table from the previous screenshot is visible, showing the folder 'Paperless Gatepass (0)' with the edit icon.





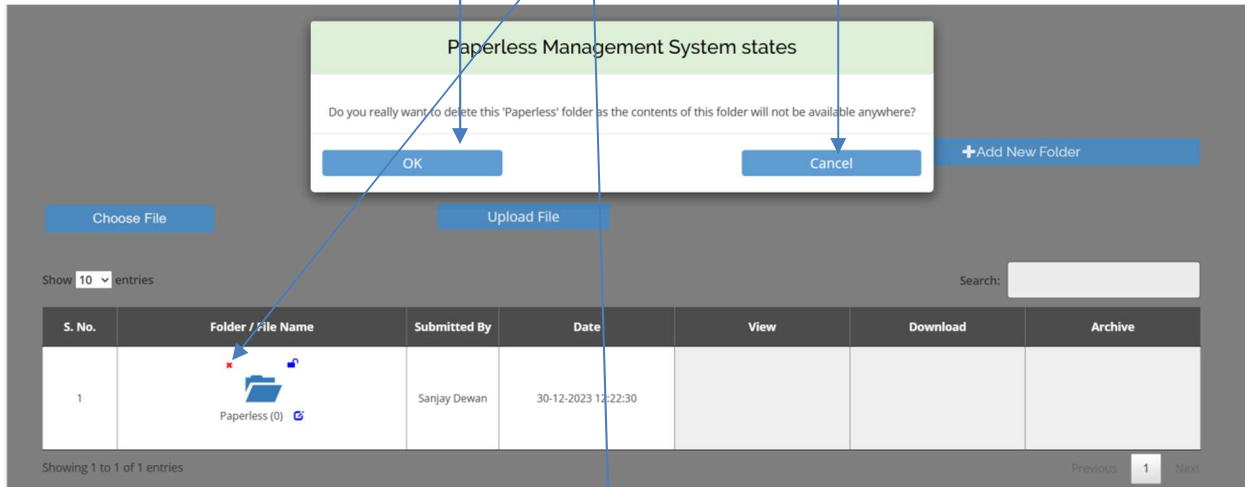
The screenshot shows the 'Paperless Management System States' dialog box. The message reads: 'This 'Paperless Gatepass New' folder name has been renamed successfully.' There is an 'OK' button.

6. And if you click on submit button without editing / changing the folder name then you will see this message.

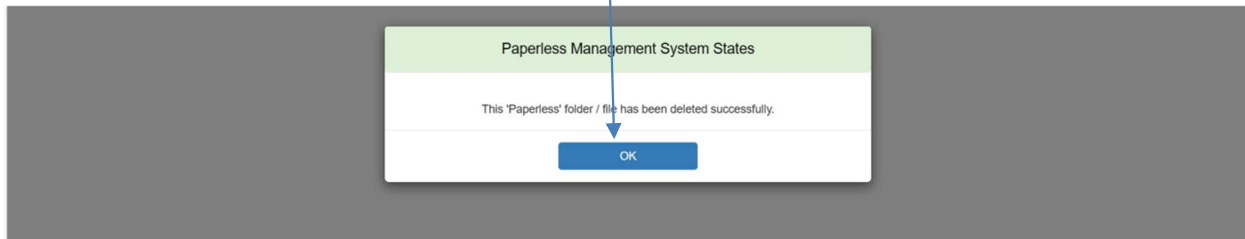


Delete Folder

1. You can delete any folder by clicking on the  at the top left of the 
2. Click 'OK' in the alert box if you agree with the statement in the alert box otherwise click on cancel.
3. An alert box will show up then click 'OK'.










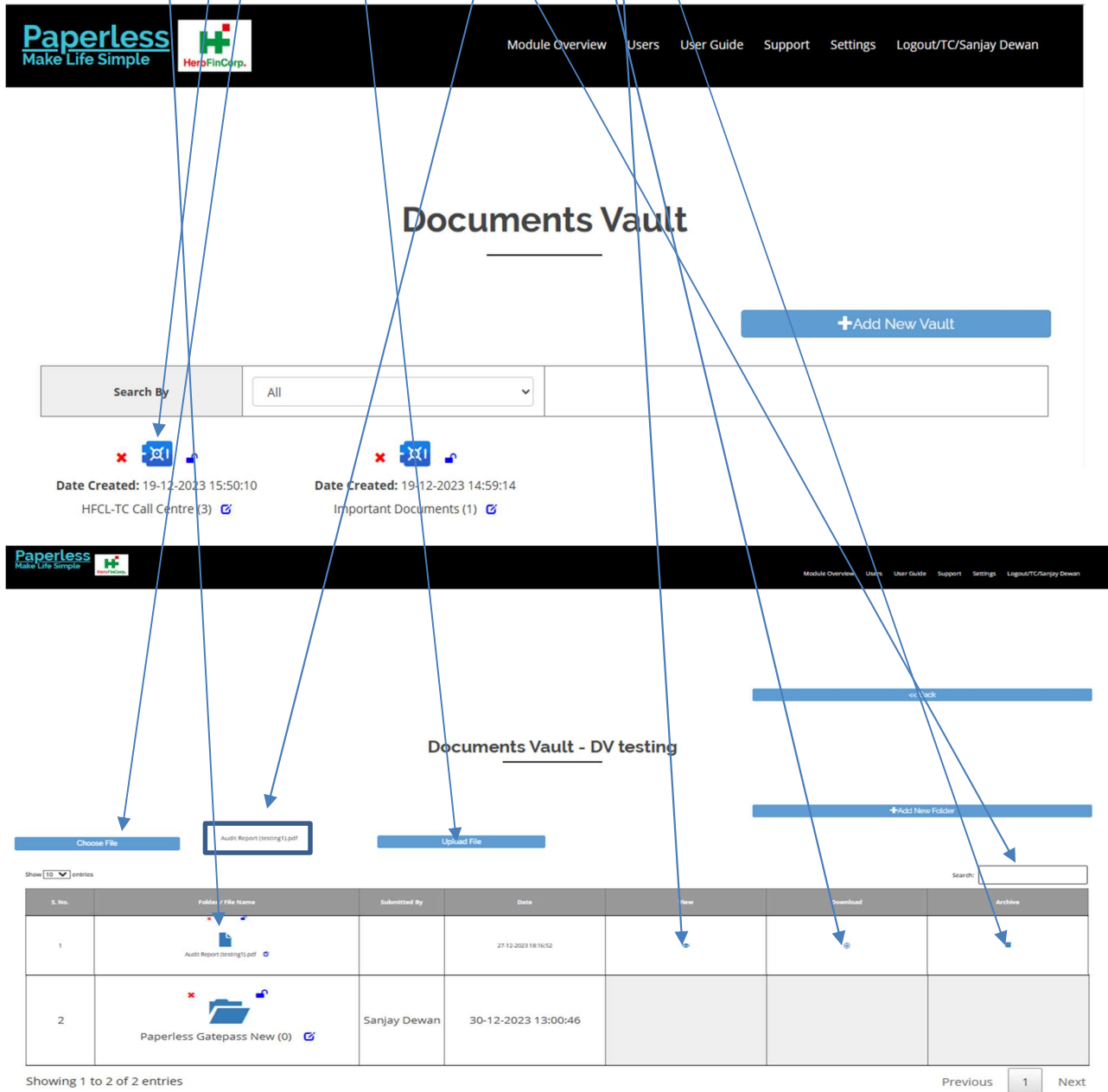
The screenshot shows the 'Paperless Management System states' interface. At the top, there is a green header bar. Below it, a white alert box is displayed with the text: "Do you really want to delete this 'Paperless' folder as the contents of this folder will not be available anywhere?". The alert box has two buttons: "OK" and "Cancel". To the right of the alert box is a blue button labeled "+ Add New Folder". Below the alert box, there are two blue buttons: "Choose File" and "Upload File". Further down, there is a search bar and a table with the following columns: "S. No.", "Folder / File Name", "Submitted By", "Date", "View", "Download", and "Archive". The table contains one entry with "S. No." 1, "Folder / File Name" "Paperless (0)", "Submitted By" "Sanjay Dewan", and "Date" "30-12-2023 12:22:30". Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are "Previous" and "Next" navigation buttons with the number "1" in between.



The screenshot shows the 'Paperless Management System States' interface. At the top, there is a green header bar. Below it, a white alert box is displayed with the text: "This 'Paperless' folder / file has been deleted successfully.". The alert box has one button: "OK".

Uploading Document Vault

1. Open the  Vault icon folder on the document vault dashboard.
2. Click on  and select the file you want to add in the vault. The selected file will show up next to .
3. Click on .
4. The file will be added in the vault and show up in the dashboard under 'File Name'.
5. The name of submitter with date and time will be displayed in the dashboard.
6. You can view the file by clicking on .
7. You can download the file by clicking on .
8. You can archive any documents by clicking on .
9. You can search here any document.







Paperless Make Life Simple | HerbFinCorp. | Module Overview | Users | User Guide | Support | Settings | Logout/TC/Sanjay Dewan

Documents Vault


[+Add New Vault](#)

Search By:

 **Date Created:** 19-12-2023 15:50:10
 HFCL-TC Call Centre (3) 








 **Date Created:** 19-12-2023 14:59:14
 Important Documents (1) 

Documents Vault - DV testing

[Choose File](#) |  | [Upload File](#)

[← Back](#)
[+Add New Folder](#)


Show entries

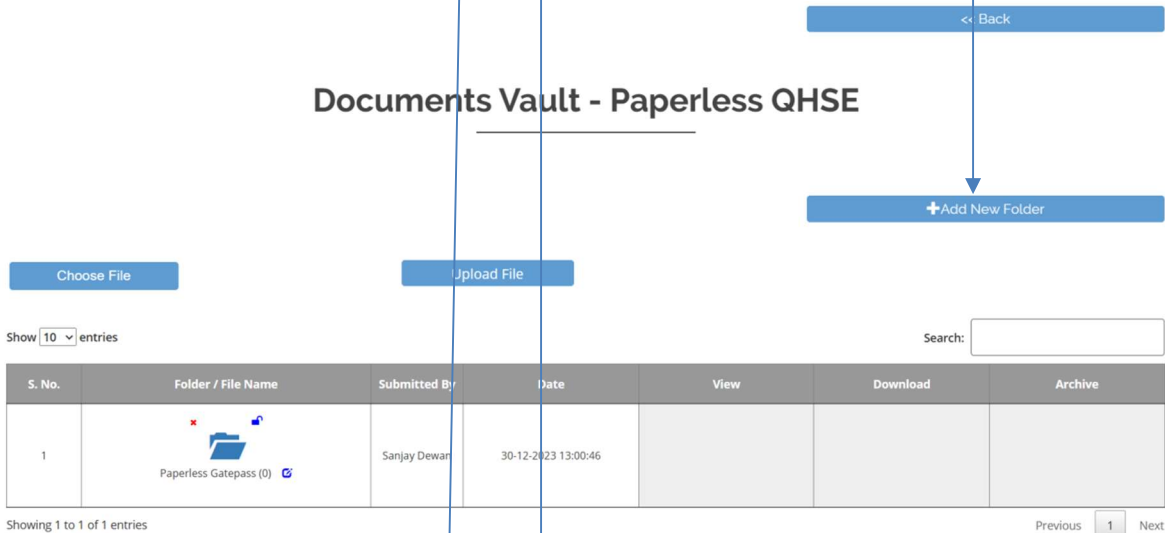
S. No.	Folder / File Name	Submitted By	Date	New	Download	Archive
1	 Audit Report (testing)1.pdf 		27-12-2023 18:16:32			
2	 Paperless Gatepass New (0) 	Sanjay Dewan	30-12-2023 13:00:46			

Showing 1 to 2 of 2 entries

Previous 1 Next

Adding New Folder in the Inner Folder


1. Open the  vault icon folder on the document vault dashboard.
2. Once the 'documents vault in the inner folder' page opens click on **+Add New Vault** at the top right corner.
3. Write the folder name in the alert box.
4. An alert box will show up then click 'OK'.
5. The new folder with the allotted name will be created in the inner folder.



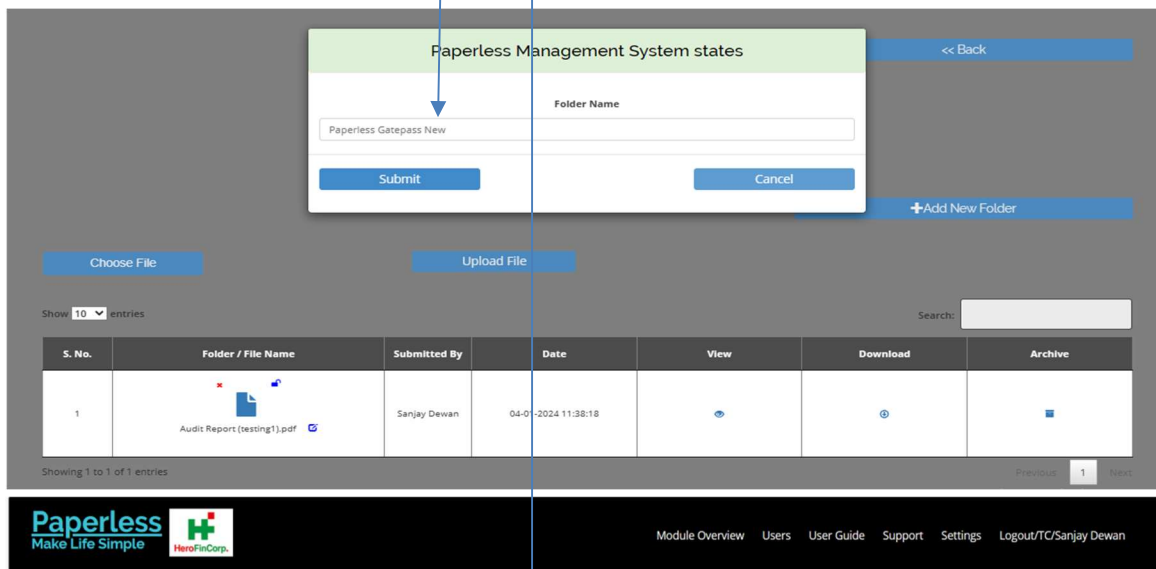
Documents Vault - Paperless QHSE

Choose File Upload File

Show 10 entries Search:

S. No.	Folder / File Name	Submitted By	Date	View	Download	Archive
1	 Paperless Gatepass (0)	Sanjay Dewan	30-12-2023 13:00:46			

Showing 1 to 1 of 1 entries Previous 1 Next



Paperless Management System states





Folder Name

Paperless Gatepass New

Submit Cancel

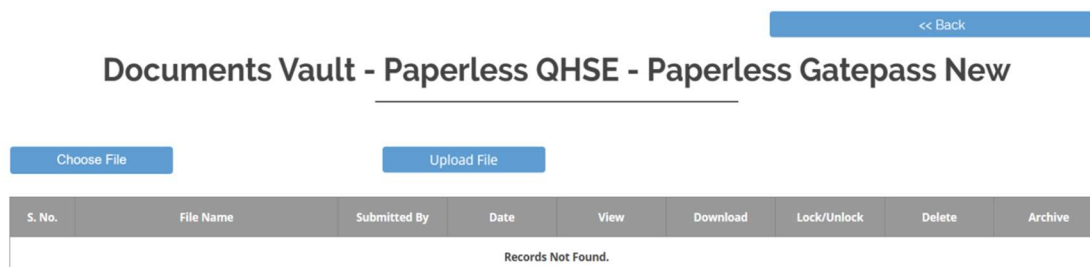
Choose File Upload File

Show 10 entries Search:

S. No.	Folder / File Name	Submitted By	Date	View	Download	Archive
1	 Audit Report (testing1).pdf	Sanjay Dewan	04-01-2024 11:38:18			

Showing 1 to 1 of 1 entries Previous 1 Next

Paperless Make Life Simple HeroFinCorp. Module Overview Users User Guide Support Settings Logout/TC/Sanjay Dewan




Documents Vault - Paperless QHSE - Paperless Gatepass New

Choose File Upload File

Show 10 entries Search:

S. No.	File Name	Submitted By	Date	View	Download	Lock/Unlock	Delete	Archive
Records Not Found.								

Uploading Document In the Folder or Document Vault

1. Click on the  to add any document.
2. The folder dashboard opens up.
3. Click on **Choose File** and select the file you want to add in the vault.
4. Click on **Upload File**
5. The file will be added in the vault and show up in the dashboard under 'File Name'.
6. An alert box will show up then click 'OK'.
7. The name of submitter with date and time will be displayed in the dashboard.

Paperless Make Life Simple HeroFinCorp. Module Overview Users User Guide Support Settings Logout/TC/Sanjay Dewan

<< Back

Documents Vault - Paperless QHSE - Paperless Gatepass New

Choose File Upload File

S. No.	File Name	Submitted By	Date	View	Download	Lock/Unlock	Delete	Archive
Records Not Found.								

Paperless Management System States

A new file has been uploaded successfully.

OK

Paperless Make Life Simple HeroFinCorp. Module Overview Users User Guide Support Settings Logout/TC/Sanjay Dewan

<< Back

Documents Vault - Paperless QHSE - Paperless Gatepass New

Choose File Upload File

Show 10 entries Search:

S. No.	File Name	Submitted By	Date	View	Download	Lock/Unlock	Delete	Archive
1	Audit Report (testing1).pdf	Sanjay Dewan	04-01-2024 12:28:44					

Showing 1 to 1 of 1 entries Previous 1 Next

Documents Vault Mail Notification

1. Once you upload new document the 'Email Confirmation' page will open. Here you can send the document to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Mail' and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK'.
7. Click on 'Go to Dashboard' button to go back to the main dashboard.
8. Click on 'Go back' button to go back to the previous page.

A new file has been uploaded successfully.

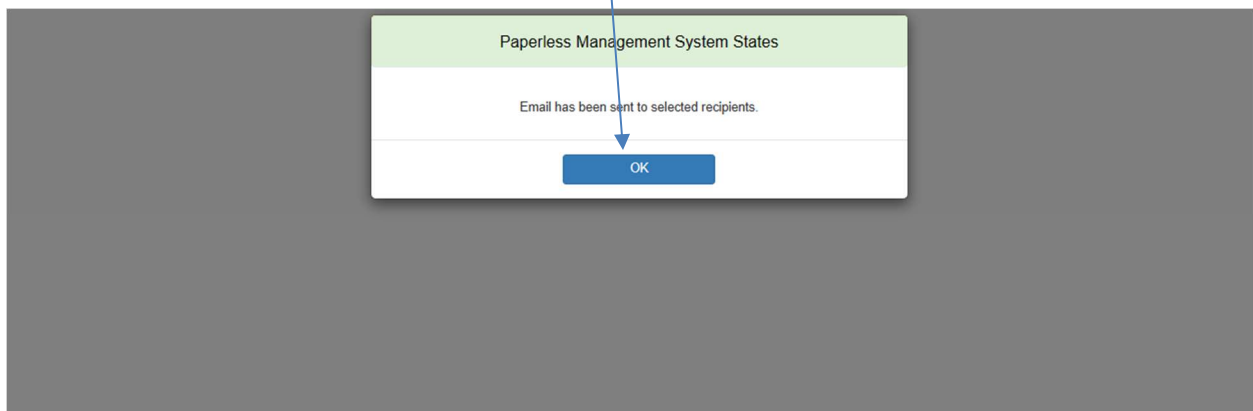
Comments from sender

Write comments from sender


You can enter multiple email id's below, separated by comas, for sending this form to any receiver / third party

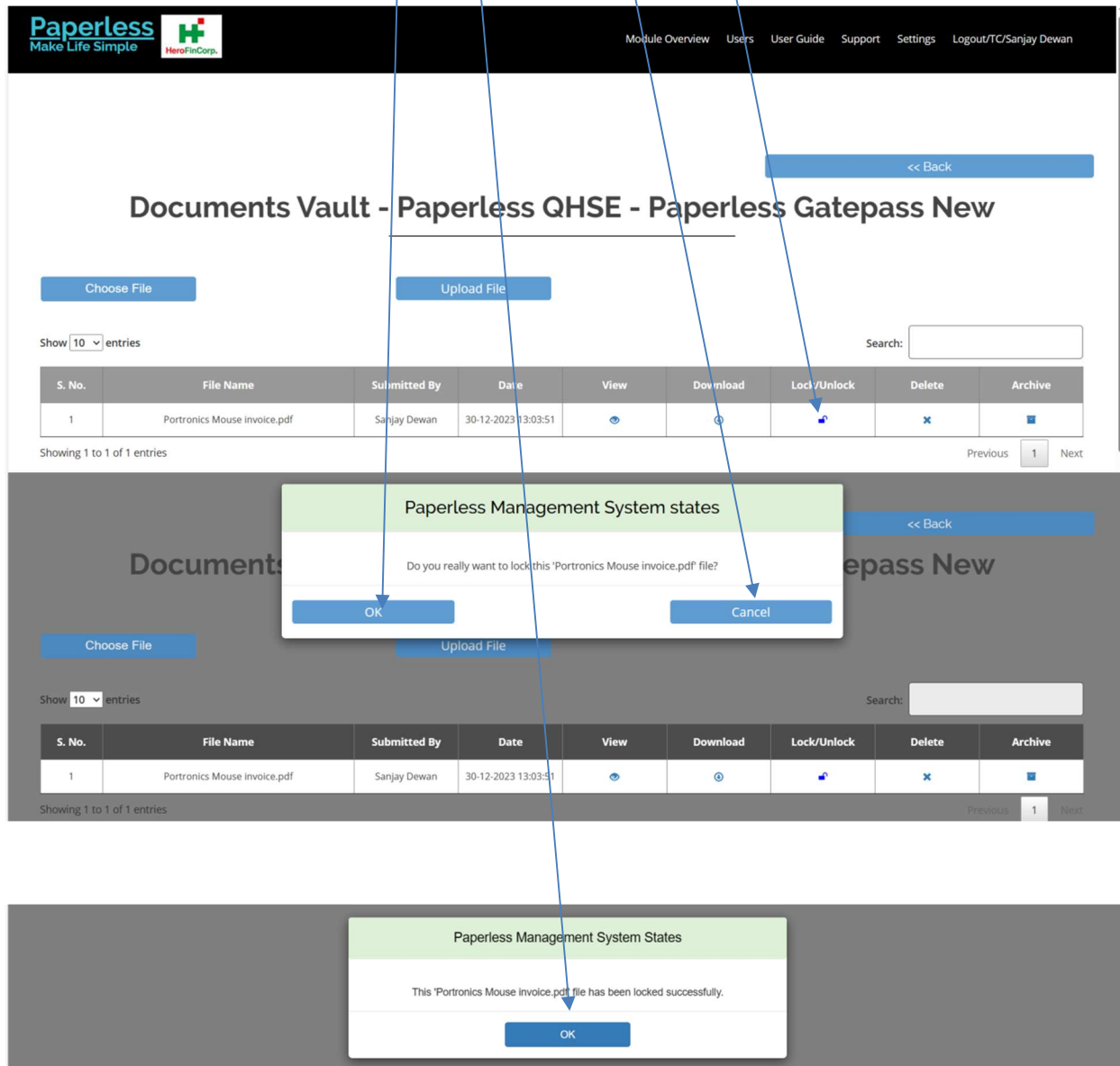
Please select users / clients for creating a working group who shall be involved in working and closure of this form.

<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Balaji Thakur	<input type="checkbox"/> Bhabani Shankar Sutar	<input type="checkbox"/> Gautam Mitra
<input type="checkbox"/> Gopal Jhamtani	<input type="checkbox"/> Harihar Das	<input type="checkbox"/> Harsh Parmar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Naveen Siddarth	<input type="checkbox"/> Uhar Dagli	<input type="checkbox"/> Paritosh Das
<input type="checkbox"/> Prabuddh Agrawal	<input type="checkbox"/> Pramod Yadav	<input type="checkbox"/> Yashant Bhatt	<input type="checkbox"/> Puja Vachher
<input type="checkbox"/> Roshan Dayma	<input type="checkbox"/> Sanjay Dewan	<input type="checkbox"/> Shah Krunal Devendrakumar	<input type="checkbox"/> Shibu Senthil Kumar
<input type="checkbox"/> Shruti Handa	<input type="checkbox"/> Sonu Chaurasia	<input type="checkbox"/> Sudip Banerjee	<input type="checkbox"/> Sundeep P Bhanshali
<input type="checkbox"/> Udit Chhana	<input type="checkbox"/> Vineet Agrawal		




Locking / Unlocking File in the Inner Folder

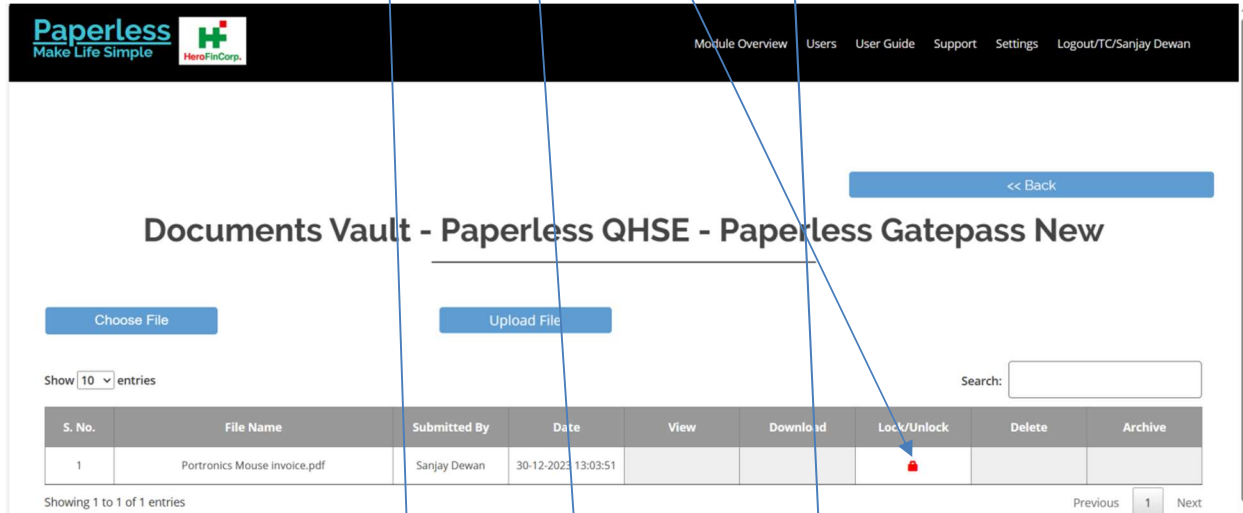
1. You can lock / secure any file / folder by clicking on 
2. Click 'OK' in the alert box if you agree with the statement in the alert box otherwise click on cancel.
3. An alert box will show up then click 'OK'.



The screenshot displays the Paperless Management System interface. The header includes the Paperless logo and navigation links: Module Overview, Users, User Guide, Support, Settings, and Logout/TC/Sanjay Dewan. The main title is "Documents Vault - Paperless QHSE - Paperless Gatepass New". Below the title are buttons for "Choose File" and "Upload File". A search bar is present, and a table lists documents. The table has columns: S. No., File Name, Submitted By, Date, View, Download, Lock/Unlock, Delete, and Archive. The first row shows a document named "Portronics Mouse invoice.pdf" submitted by Sanjay Dewan on 30-12-2023 at 13:03:51. The Lock/Unlock column contains a lock icon. A modal dialog box titled "Paperless Management System states" asks, "Do you really want to lock this 'Portronics Mouse invoice.pdf' file?". It has "OK" and "Cancel" buttons. A second modal dialog box titled "Paperless Management System States" confirms, "This 'Portronics Mouse invoice.pdf' file has been locked successfully." with an "OK" button.

S. No.	File Name	Submitted By	Date	View	Download	Lock/Unlock	Delete	Archive
1	Portronics Mouse invoice.pdf	Sanjay Dewan	30-12-2023 13:03:51					

4. You can Unlock any file by clicking on 
5. Click 'OK' in the alert box if you agree with the statement in the alert box otherwise click on cancel.
6. An alert box will show up then click 'OK'.




Paperless Make Life Simple **HeroFinCorp.** Module Overview Users User Guide Support Settings Logout/TC/Sanjay Dewan

<< Back

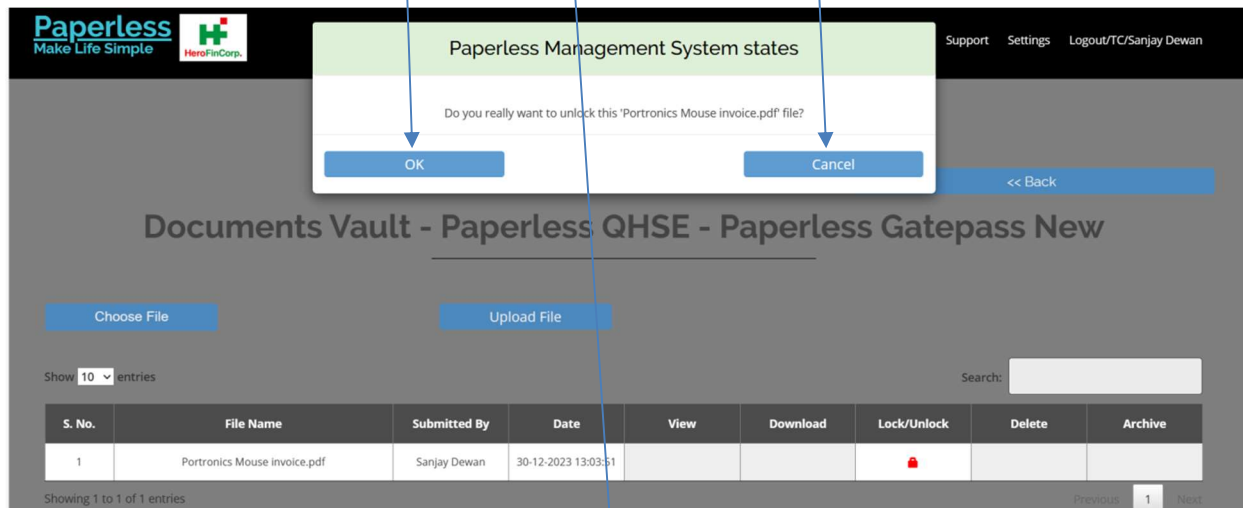
Documents Vault - Paperless QHSE - Paperless Gatepass New

Choose File Upload File

Show 10 entries Search:

S. No.	File Name	Submitted By	Date	View	Download	Lock/Unlock	Delete	Archive
1	Portronics Mouse invoice.pdf	Sanjay Dewan	30-12-2023 13:03:51					

Showing 1 to 1 of 1 entries Previous 1 Next




Paperless Make Life Simple **HeroFinCorp.** Support Settings Logout/TC/Sanjay Dewan

Documents Vault - Paperless QHSE - Paperless Gatepass New

Choose File Upload File

Show 10 entries Search:

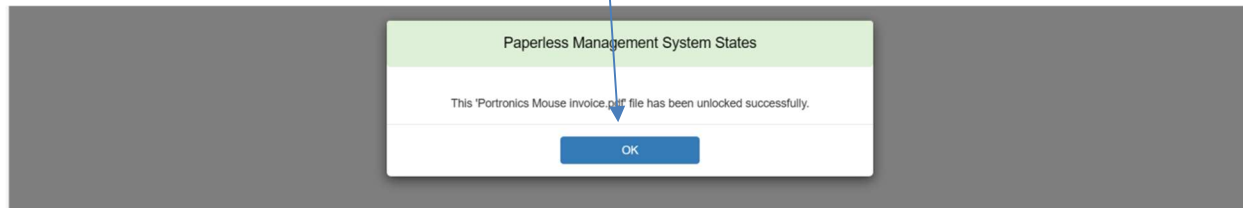
S. No.	File Name	Submitted By	Date	View	Download	Lock/Unlock	Delete	Archive
1	Portronics Mouse invoice.pdf	Sanjay Dewan	30-12-2023 13:03:51					

Showing 1 to 1 of 1 entries Previous 1 Next

Paperless Management System states

Do you really want to unlock this 'Portronics Mouse invoice.pdf' file?

OK Cancel




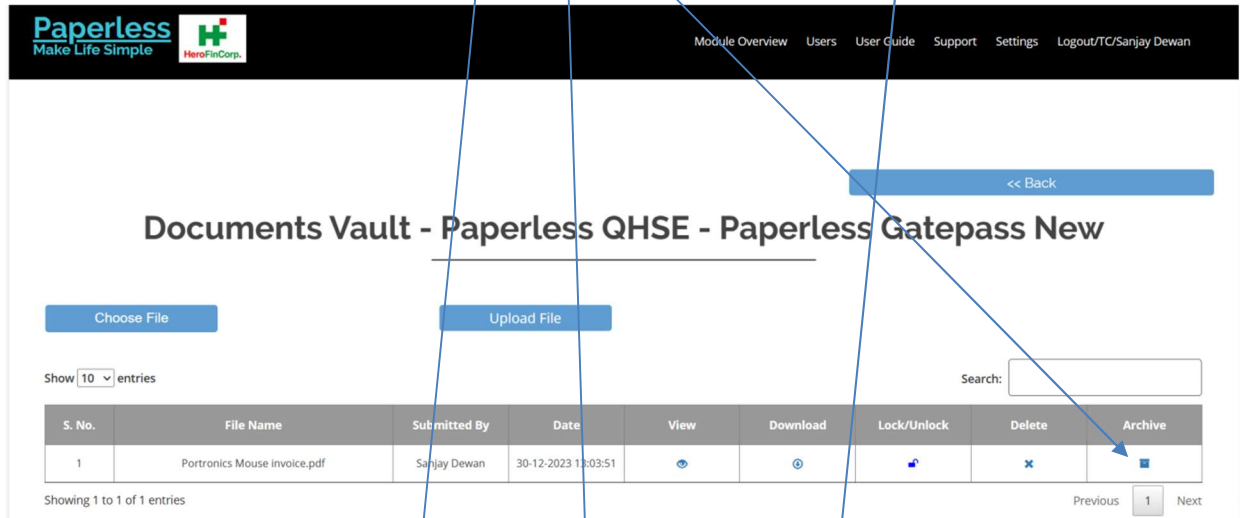
Paperless Management System States

This 'Portronics Mouse invoice.pdf' file has been unlocked successfully.

OK

Archive File

1. You can archive the file by clicking on 
2. Click 'OK' in the alert box if you agree with the statement in the alert box otherwise click on cancel.
3. An alert box will show up then click 'OK'.



Paperless Make Life Simple **HeroFinCorp.** Module Overview Users User Guide Support Settings Logout/TC/Sanjay Dewan

<< Back

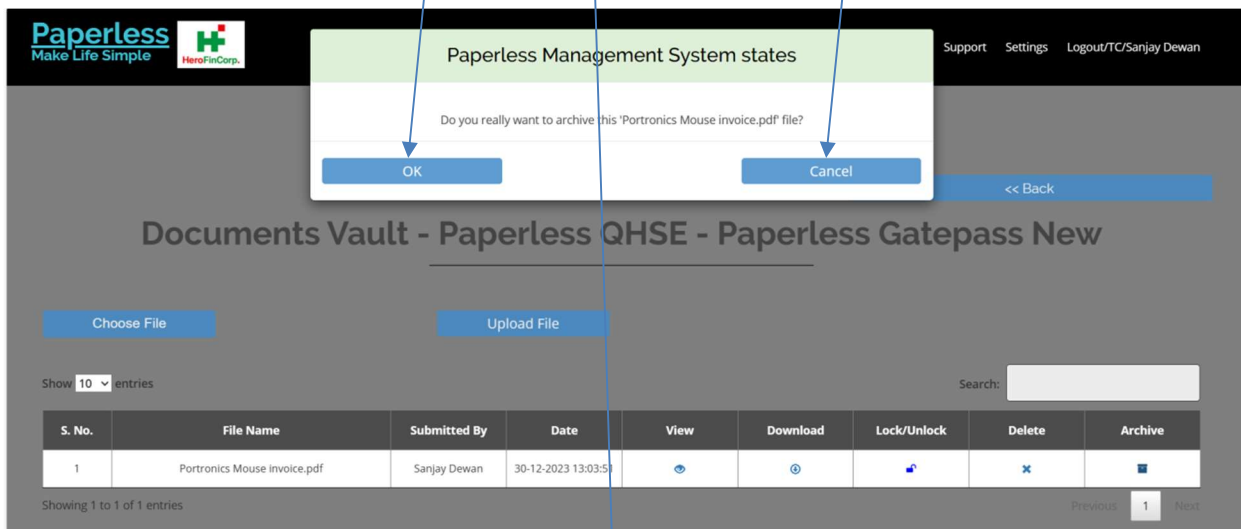
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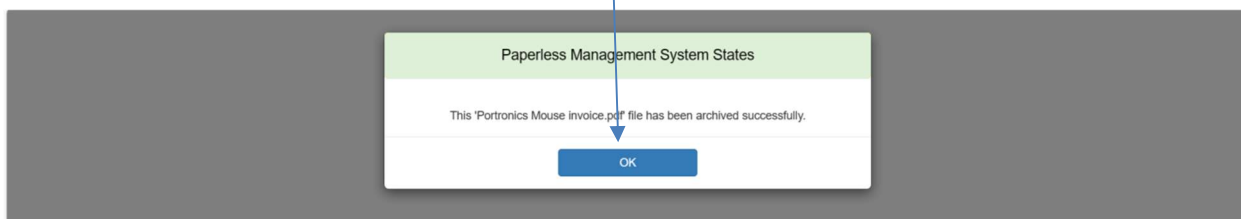
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Paperless Management System States

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Paperless Management System states

Do you really want to delete this 'Portronics Mouse invoice.pdf' file as the contents of this file will not be available anywhere?

OK Cancel << Back

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S. No.	File Name	Submitted By	Date	View	Download	Lock/Unlock	Delete	Archive
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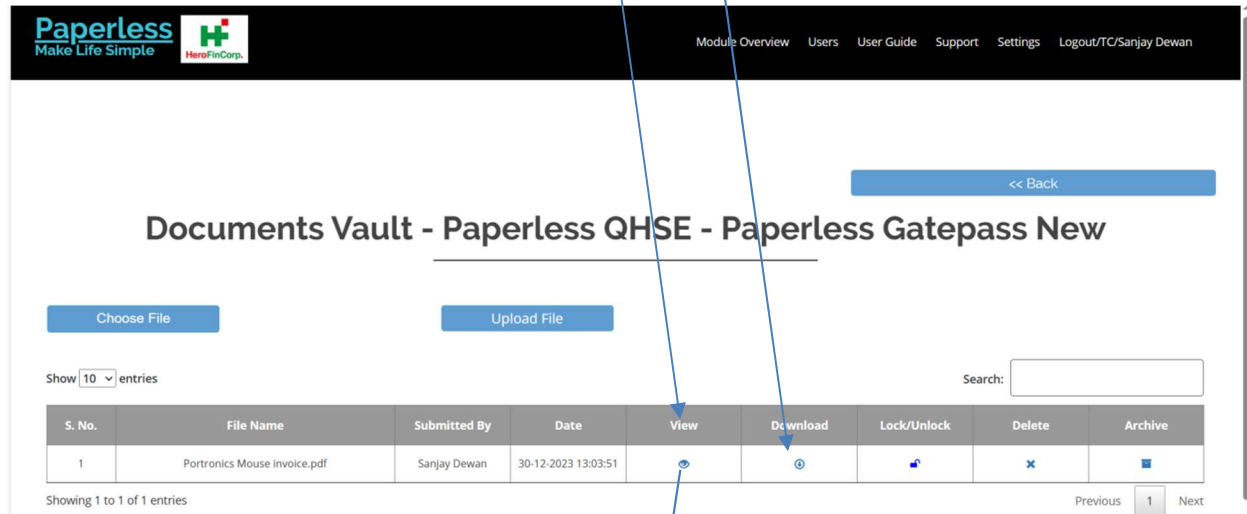
Paperless Management System States






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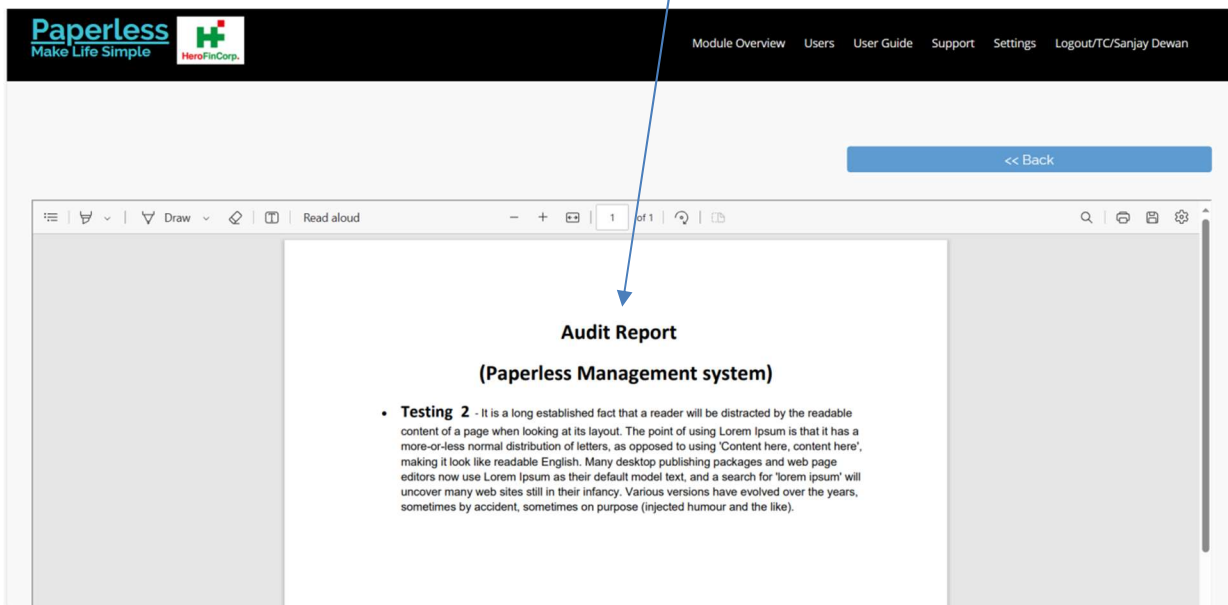
OK

Viewing File / Download File

1. You can view any file by clicking on the 
2. Also you can download any file by clicking on the 




S. No.	File Name	Submitted By	Date	View	Download	Lock/Unlock	Delete	Archive
1	Portronics Mouse invoice.pdf	Sanjay Dewan	30-12-2023 13:03:51					

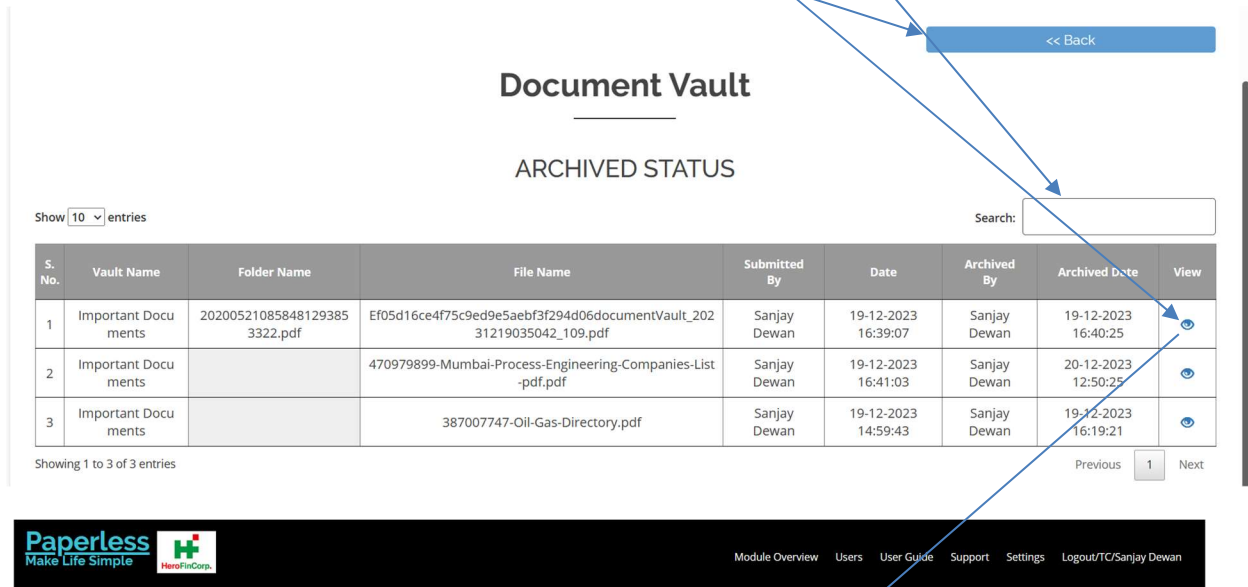


Audit Report
(Paperless Management system)

- **Testing 2** - It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Archived Dashboard

1. Here you can view the all archived section in the document vault.
2. You can search here any archived status document.
3. You can view any document by clicking on .
4. Click on 'Back' to go back to the previous page.






Document Vault

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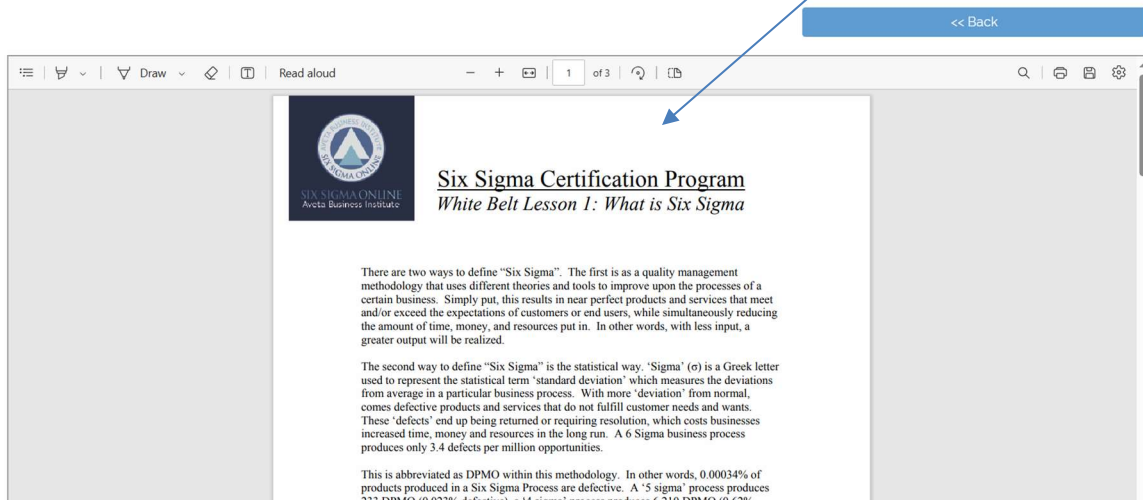
S. No.	Vault Name	Folder Name	File Name	Submitted By	Date	Archived By	Archived Date	View
1	Important Documents	202005210858481293853322.pdf	Ef05d16ce4f75c9ed9e5aebf3f294d06documentVault_20231219035042_109.pdf	Sanjay Dewan	19-12-2023 16:39:07	Sanjay Dewan	19-12-2023 16:40:25	
2	Important Documents		470979899-Mumbai-Process-Engineering-Companies-List-.pdf.pdf	Sanjay Dewan	19-12-2023 16:41:03	Sanjay Dewan	20-12-2023 12:50:25	
3	Important Documents		387007747-Oil-Gas-Directory.pdf	Sanjay Dewan	19-12-2023 14:59:43	Sanjay Dewan	19-12-2023 16:19:21	

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Document Viewer

1 of 3

Read aloud

Draw

SIX SIGMA ONLINE
Arca Business Institute

Six Sigma Certification Program

White Belt Lesson 1: What is Six Sigma

There are two ways to define "Six Sigma". The first is as a quality management methodology that uses different theories and tools to improve upon the processes of a certain business. Simply put, this results in near perfect products and services that meet and/or exceed the expectations of customers or end users, while simultaneously reducing the amount of time, money, and resources put in. In other words, with less input, a greater output will be realized.

The second way to define "Six Sigma" is the statistical way. 'Sigma' (σ) is a Greek letter used to represent the statistical term 'standard deviation' which measures the deviations from average in a particular business process. With more 'deviation' from normal, comes defective products and services that do not fulfill customer needs and wants. These 'defects' end up being returned or requiring resolution, which costs businesses increased time, money and resources in the long run. A 6 Sigma business process produces only 3.4 defects per million opportunities.

This is abbreviated as DPMO within this methodology. In other words, 0.00034% of products produced in a Six Sigma Process are defective. A '5 sigma' process produces 3.3 DPMO (0.034% defective), a '4 sigma' process produces 6.310 DPMO (0.631% defective).