

Document Management System DMS | *Work Faster, Easier & Smarter!*



TABLE OF CONTENT

ABOUT RSG

MISSION, VISION & VALUES

DOCUMENT **M**ANAGEMENT **S**YSTEM (DMS)

SUPPORT SERVICES

ABOUT US



RSG is a multidisciplinary company with vast expertise and industry knowledge, offering a wide range of tailored services to meet the diverse needs of our clients. Our portfolio encompasses Business Intelligence (BI), Enterprise Resource Planning (ERP), Cybersecurity, IT Services, Gaming Solutions, Marketing, Operations and Maintenance.

By leveraging our extensive capabilities, we provide organizations with a holistic package that addresses their specific requirements. Headquartered in Riyadh, Saudi Arabia, with an additional branch office in Jeddah, we are committed to delivering cutting-edge services to organizations across various industries.

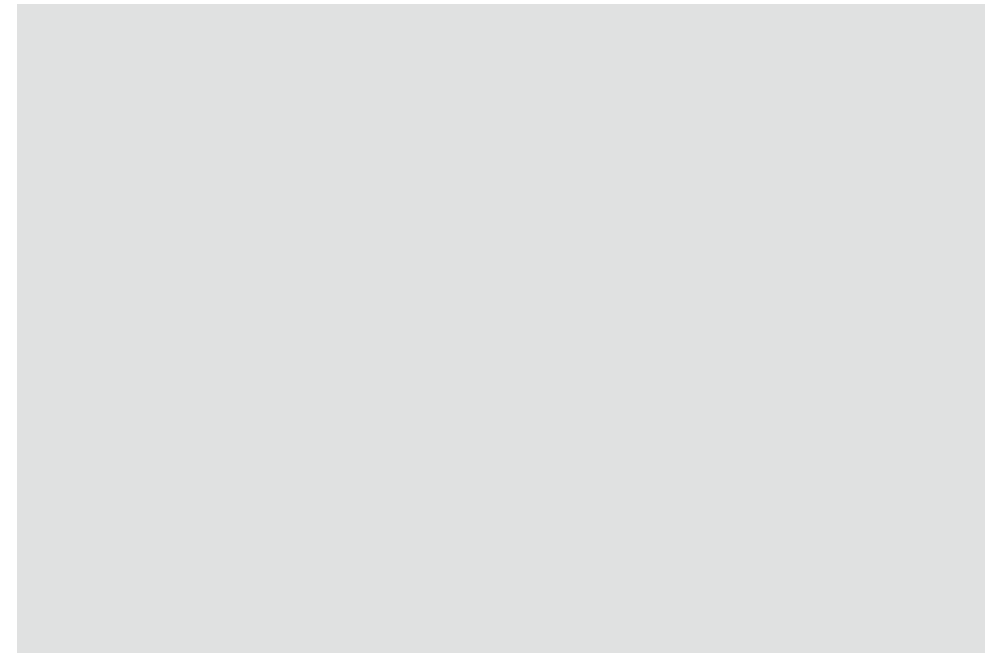
Sustainability is at the core of everything we do. Our pledge is to operate ethically and responsibly by reducing our carbon footprint and minimizing the environmental impact of our operations.

OUR MISSION

At RSG, we are driven by a profound commitment to empower our customers by delivering innovative solutions using AI, Advanced Machine Learning and Big Data Analytics! We strive to support our clients efficiently, enabling them to achieve their business goals with confidence. Our commitment to sustainability goes beyond mere compliance; it is a relentless pursuit of excellence in environment protection.

OUR VISION

As a forward-thinking multidisciplinary company, RSG aspires to be a leader in innovation committed to shaping a brighter future. Since our establishment, we have consistently demonstrated excellence in our services and we aim to continue leading the industry by delivering technology solutions that drive growth and success for our clients. We aspire to contribute to the realization of Saudi Vision, aligning our efforts with the Kingdom's strategic goals for economic diversification, digital transformation and technological advancement.



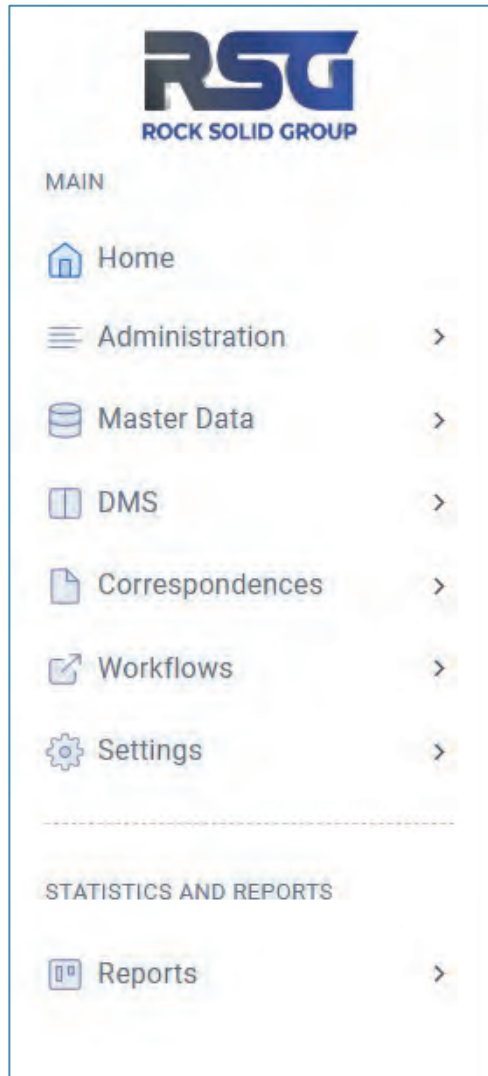
OUR CORE VALUES





DOCUMENT MANAGEMENT SYSTEM

DMS



RSG team built the DMS with the following points in mind:

- Easily manage large amount of documents.
- Save time and automate workflow and approval process.
- Security and compliance.
- Search and track documents and correspondence history.

DMS FEATURES

RSG analyzed and approached the DMS module following the Meta Record Concept. Every component like (IFC, Conceptual Design, Shop Drawing...) will have multiple Meta Record where each record will have :

- **Meta Data:** These are the fields related to each component.
- **Revisions:** Specific submittal identifier with dates, every record will have multiple revisions for saving historical information.
- **Attachments:** Multiple files can be attached to a revision.
- **Workflows:** Get chain of approvals with ease, and identify bottlenecks.

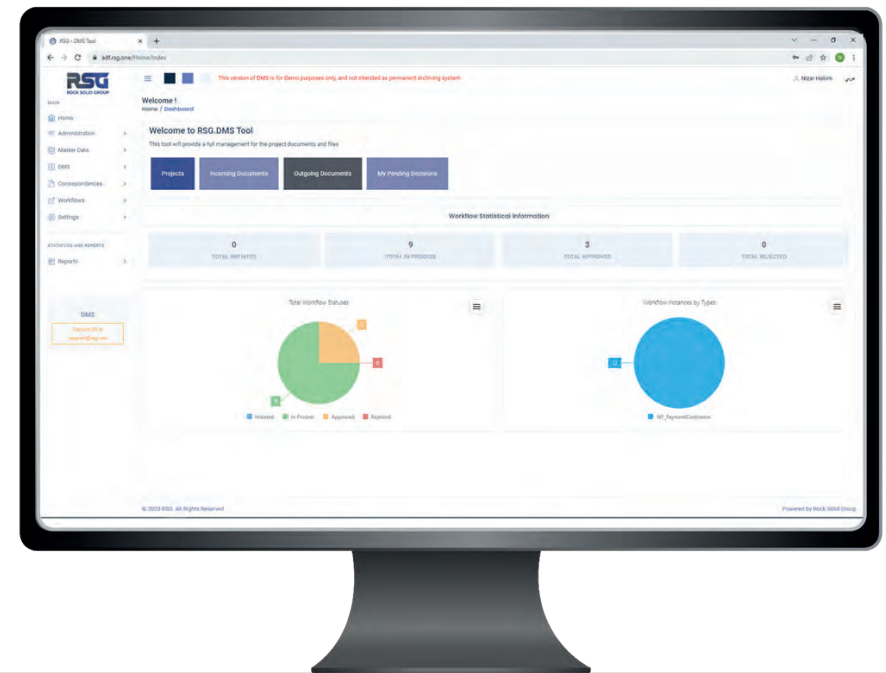
The screenshot displays a software interface for managing workflows. On the left, a table lists workflow records with columns for selection, ID, Workflow Name, Business Data, Created, Updated, Status, and State. The table contains five rows of data, all with a status of 'Approved' and 'Pending' state. The 'Business Data' column contains JSON-like strings with various fields like 'PaymentDate', 'Amount', 'Reference', and 'Description'. On the right, a 'Process Details' sidebar shows a vertical timeline of workflow steps. The steps include 'WF Initiation by Contractor' (Initiated, 0 H duration), 'Forward Payment To Sc' (Rejected, 48 H duration), 'WF Initiation by Contractor' (Approved, 0 H duration), and another 'Forward Payment To Sc' (In Process, 48 H duration). Each step includes a timestamp and a 'Duration' indicator.

	Id	Workflow Name	Business Data	Created	Updated	Status	State
<input checked="" type="checkbox"/>	1021	Payment Contractor	{ "Id": 1031, "PaymentDate": "2023-08-31T00:00:00", "Amount": 140000, "Reference": "Ref 147741", "Description": "Payment Ref 147741", "SCDescription": null, "PMCPMDescription": null, "PMCCCommercialDescription": null, "ClientDescription": null, "WFStatus": 0, "WFState": 0 }	8/3/2023		Approved	Pending
<input type="checkbox"/>	1022	Payment Contractor	{ "Id": 1032, "PaymentDate": "2023-08-31T00:00:00", "Amount": 240000, "Reference": "Ref 159951", "Description": "Payment ref 159951", "SCDescription": null, "PMCPMDescription": null, "PMCCCommercialDescription": null, "ClientDescription": null, "WFStatus": 0, "WFState": 0 }	8/3/2023		Approved	Pending
<input type="checkbox"/>	1023	Payment Contractor	{ "Id": 1033, "PaymentDate": "2023-08-30T00:00:00", "Amount": 30000, "Reference": "Ref 357753", "Description": "Payment Ref 357753", "SCDescription": null, "PMCPMDescription": null, "PMCCCommercialDescription": null, "ClientDescription": null, "WFStatus": 0, "WFState": 0 }	8/3/2023		Approved	Pending
<input type="checkbox"/>	1024	Payment Contractor	{ "Id": 1034, "PaymentDate": "2023-08-29T00:00:00", "Amount": 178000, "Reference": "Ref 789987", "Description": "Payment Ref 789987", "SCDescription": null, "PMCPMDescription": null, "PMCCCommercialDescription": null, "ClientDescription": null, "WFStatus": 0, "WFState": 0 }	8/3/2023		Approved	Pending
<input type="checkbox"/>	1026	Payment Contractor	{ "Id": 1036, "PaymentDate": "2023-08-09T00:00:00", "Amount": 478567857, "Reference": "ref 43534", "Description": "payment ref 43534", "SCDescription": null, "PMCPMDescription": null, "PMCCCommercialDescription": null, "ClientDescription": null, "WFStatus": 0, "WFState": 0 }	8/3/2023		Approved	Pending

DMS MAIN FEATURES

Further features include:

- **Versioning:** every files attached to a revision related to any components can be updated by another version with an increase of the version major number.
- **Override:** every files can be overridden by another version of the file while the major version number will remain the same.
- **Document Viewer:** Documents can be viewed in the system's web viewer, or downloaded.
- **Workflows:** Automate approval processes.
- **Language:** The system is available in Arabic and English.



SECURITY

- RSG team has integrated the cybersecurity function in the SDLC, where the overall system security is considered in every step along the way.
- System is based on web technology and all the communication and flow of data will be based on a secure and encrypted transport layer.
- The system supports Multi-factor Authentication (MFA).
- The authentication and authorization features in the DMS system are handled via a role based permissions logic where every user can be assigned to a role so he will be able to manage a specific set of components.

The screenshot displays the RSG (Rock Solid Group) DMS interface. On the left is a navigation menu with options like Home, Administration, Users, Roles, Master Data, DMS, Correspondences, Workflows, Settings, and Reports. The main content area is divided into two panels: 'List of All Roles' and 'Role Permissions'.

List of All Roles

#	Role Name	Normalized Role Name	
1	Client Demo	CLIENT DEMO	
2	SC Demo	SC DEMO	
3	Super Administration	SuperAdmin	
4	PMC-PM Demo	PMC-PM DEMO	
5	Contractor Demo	CONTRACTOR DEMO	
6	PMC Commercial Demo	PMC COMMERCIAL DEMO	
7	PMC Demo	PMC DEMO	

Role Permissions

Group Name	Permission Name	Description
Administration	Admin	Can do all administrative work
MasterData	MasterData	Can access Master Data
ConceptualDesign	ConceptualDesign	Can access Conceptual Design Data
IFC	IFC	Can access IFC Data
ITP	ITP	Can access ITP Data
ShopDrawing	ShopDrawing	Can access Shop Drawing Data
MOS	MOS	Can access MOS Data
Specification	Specification	Can access Specification Data
MTS	MTS	Can access MTS Data
RFI	RFI	Can access RFI Data

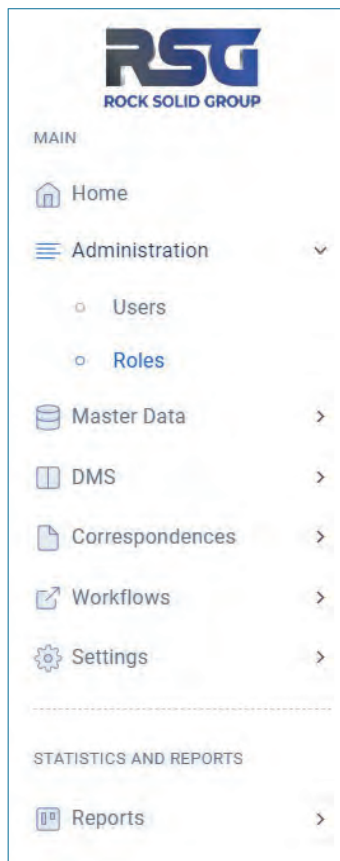
INTERFACES



■ Navigation Pane

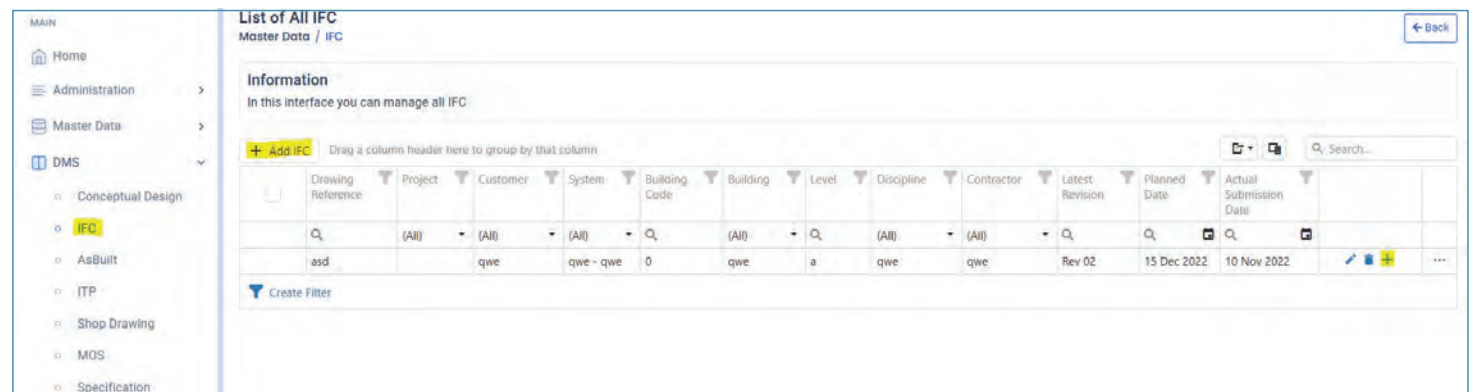
This is the main menu of the application, where every user and based on his role will be able to access a set of link.

All user management and permissions are handled via the administration section.



■ Components

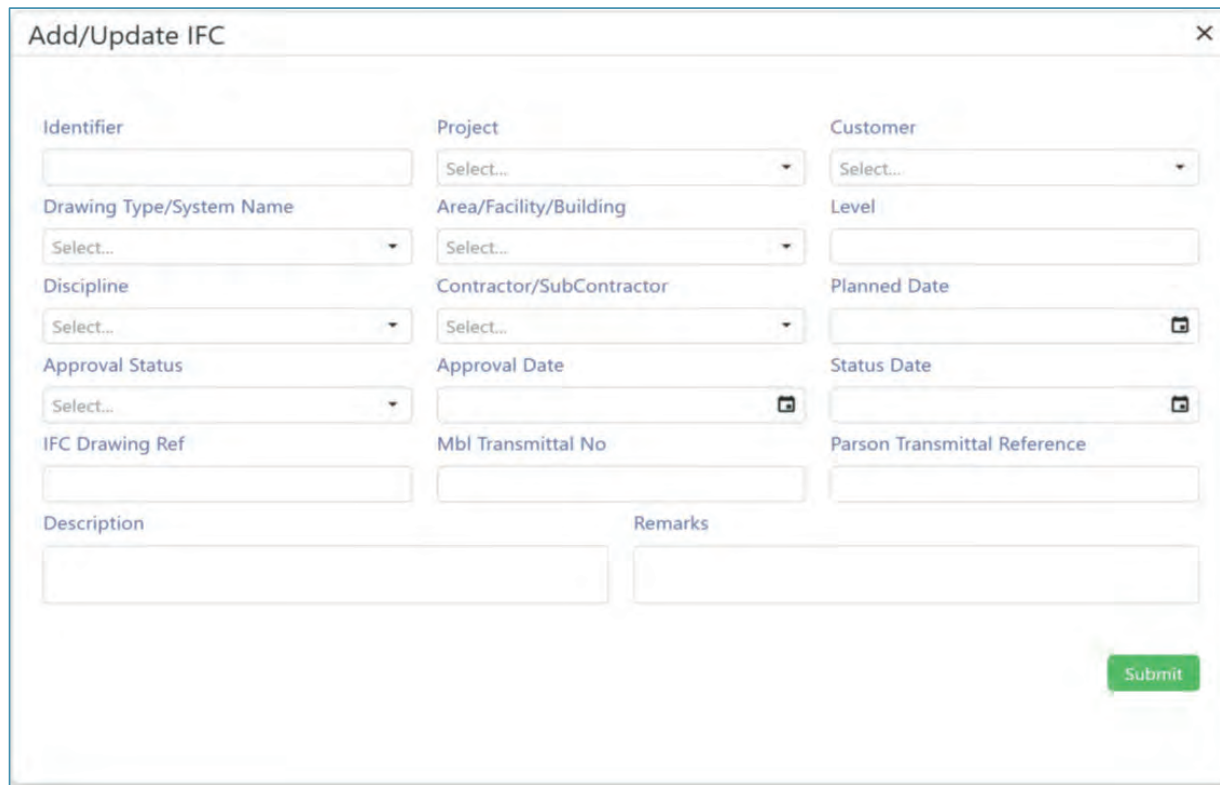
We will take an example in our scenario on the IFC design and the initial step to access the IFC documents is by clicking on the IFC link in the menu under LOD section.



INTERFACES

- **Components**

The list of all IFCs will be displayed and the user is allowed to filter by any data, user can group by any data by simply dragging the correspondent field to the Grid Header bar. As well user can add a new IFC:



The screenshot shows a web form titled "Add/Update IFC" with a close button (X) in the top right corner. The form is organized into several sections:

- Identifier:** A text input field.
- Project:** A dropdown menu with "Select..." as the placeholder.
- Customer:** A dropdown menu with "Select..." as the placeholder.
- Drawing Type/System Name:** A dropdown menu with "Select..." as the placeholder.
- Area/Facility/Building:** A dropdown menu with "Select..." as the placeholder.
- Level:** A text input field.
- Discipline:** A dropdown menu with "Select..." as the placeholder.
- Contractor/SubContractor:** A dropdown menu with "Select..." as the placeholder.
- Planned Date:** A date input field with a calendar icon.
- Approval Status:** A dropdown menu with "Select..." as the placeholder.
- Approval Date:** A date input field with a calendar icon.
- Status Date:** A date input field with a calendar icon.
- IFC Drawing Ref:** A text input field.
- Mbl Transmittal No:** A text input field.
- Parson Transmittal Reference:** A text input field.
- Description:** A text input field.
- Remarks:** A text input field.

A green "Submit" button is located at the bottom right of the form.



INTERFACES

■ Components

In this interface the end user will be able to add the basic information of the IFC, noting that different information will be provided for different components in the solution. After adding an IFC, user will be able to add revision on the IFC in case it has been rejected, and for each revision a new number will be given. By clicking on the button Add Revision on the level of each IFC, a new interface will open providing the user the mechanism to manage the Revisions:

Add Revision to IFC

Enquiry Info

Identifier: L01-MBLC-D04-STR-DWG-10BD100-ZZ-L
Project: L01-01 - Project-1
Customer: CPPA
Drawing Type/System Name: Structural Details - STR-DET

Add Revision to IFC

Drag a column header here to group by that column

Add New Revision + Search...

<input checked="" type="checkbox"/>	Id	Transmittal No	Submission Date	Approval Date	Approval Status	
<input checked="" type="checkbox"/>	1	L01-MBLC-SAPL-DO...	7/29/2022	7/18/2022	U/R	

Document attachments

+ Add File

INSPECTION & TEST PLAN LOG
V 1.0 - 150 KB

Choose action

Download

Overwrite

Version



In this interface, all revision related to an IFC will be listed, user can click on a revision to see the attached files on the right section.

For every file, user is able to Download, Overwrite, & version a new file.

INTERFACES

- **Components**

Clicking on the add button, the user will be able to add a new revision as below:

The screenshot shows a dialog box titled "Add/Update Revision" with a close button (X) in the top right corner. The dialog contains the following fields:

- Transmittal No: ***: A text input field.
- Submission Date: ***: A date input field with a calendar icon on the right.
- Approval Date:**: A date input field with a calendar icon on the right.
- Approval Status: ***: A dropdown menu with the text "Select..." and a downward arrow.

At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

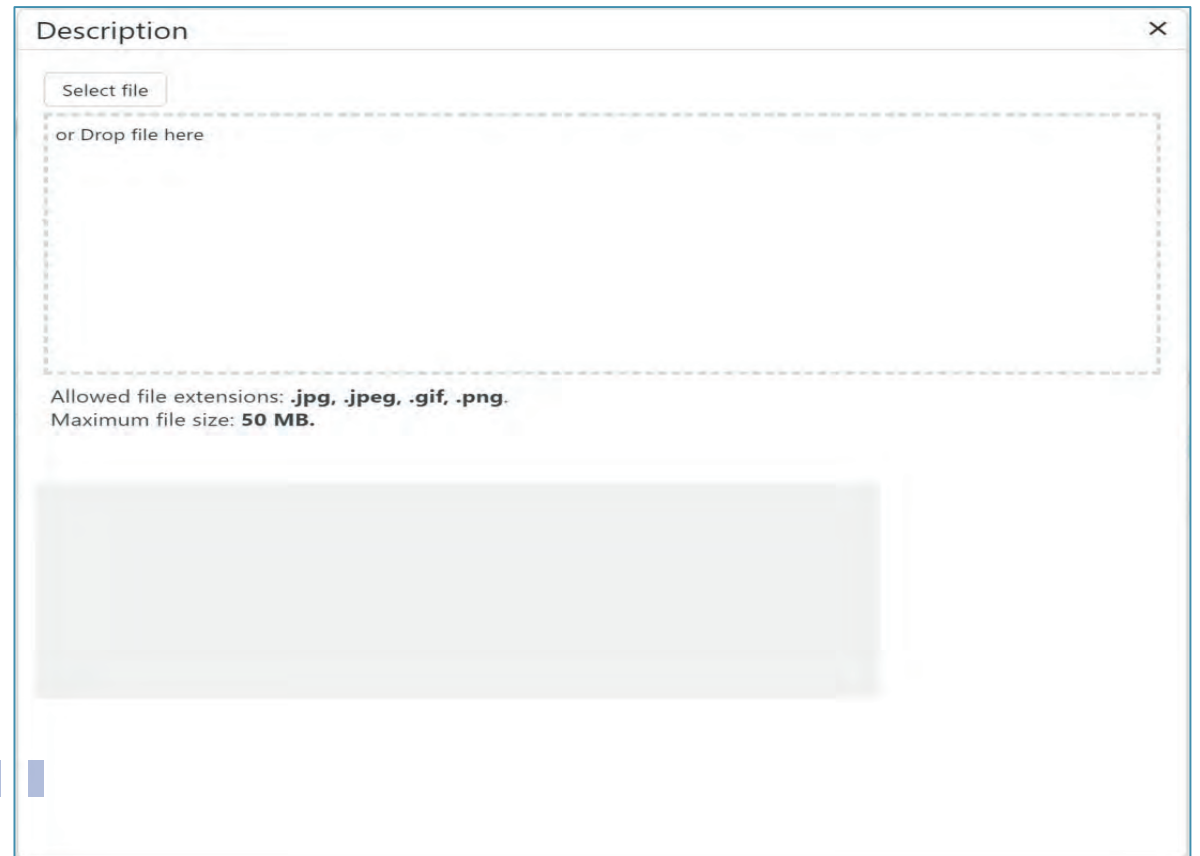


INTERFACES

■ Components

As well user can add new files and documents to the revision. User can select one or multiple file and can upload these files.

These documents will be linked to the revision, preserving all documents on all revisions and keeping a version of all history that happened on the IFC.



INTERFACES

- **Workflows**

Workflows are predefined and can be customized based on the project needs.







Processes

BPM / [Manage Workflows](#)

Information

In this interface, you can manage accessible workflows and Initiate specific flows

Search :

- Payment Contractor**
Manage a payment contractor workflow
Version : 1
 
- Potential Change Request**
Manage a potential change request flow
Version : 1

- Design Stage Gateway CD**
Manage a design stage process
Version : 1


TECHNOLOGY

- This DMS is built on the latest Microsoft .NET core technology where the user can access the application from his browser.
- The backend database is based on Microsoft SQL server.
- The storage is configurable and it is file-based.
- The system is fully customizable on demand.
- Can be hosted on-premise or cloud-based servers.



SUPPORT SERVICES

▶▶▶ **SUPPORT & MAINTENANCE SERVICES**

The technical support at RSG is an essential part of our services, in order to better serve our clients. We provide our assistance through different channels of communication ranging from phone to email, remote and on-site support. We cover up to four levels of supports:

- Level 1: Initial support level responsible for basic customer issues.
- Level 2: A more in-depth technical support level where our technical experienced engineers offer their expertise on a particular product or service.
- Level 3: Highest level of internal support for handling the most difficult or advanced problems. Our highly skilled product specialists will assist in problem resolution.
- Level 4: Outside support for problems not supported by our company. With our contractual support for some products offered by RSG, we forward the requests to concerned companies and monitor solution implementation.





<https://rsg.one/connect>

RIYADH | JEDDAH

