

3.1.4 Brochure KeEDMS



KHANG TRUONG THINH
Your Reliability & Optimization partner

SOFTWARE BROCHURE

KTU's Electronic Document Management System (KeEDMS)



Software introduction

In businesses, a substantial volume of documentation components, including documents, drawings, official correspondence, procedures, materials, etc., exists. Traditional paper-based storage and management have several drawbacks, including cost, security, searchability, and risk levels. Electronic Document Management Systems (KeEDMS) are often considered as an alternative solution in which documents are digitized for effective management.

Furthermore, KeEDMS functions as a fundamental solution for record management, streamlining the collection, organization, control, and storage of documents throughout the entire organization. It also provides data integration with related software, actively supporting other projects.

KeEDMS represents a holistic approach to information management, with the primary goal of facilitating the sharing, utilization, and efficient management of information across various departments within an organization.

The implementation of KeEDMS can result in cost reduction, improved work efficiency, and enhanced security for organization.

EDMS SOLUTION

KeEDMS can be integrated with other management systems to efficiently centralize document management, optimizing storage, search, and reducing outdated, uncontrolled versions within the system.

Digital documents are centrally managed for easy retrieval of relevant information as needed by those who require it.

Digitization prevents paper documents from getting lost, and the alert feature helps reduce the frequency of failures in carrying out tasks and handling documents.



Applying a standardized document approval process across the company will expedite approval and document circulation activities.

Enhance security by using EDMS to establish access rights and record logs of accessing information.

KeEDMS shall handle (upload/download) a number of different format including:

- XML/SGML/HTML
- PDF files
- ZIP files
- Bitmap images
- Microsoft office files (Word, Excel, PowerPoint...)
- Images including vector format
- Audio and Video files



Documents are organized as hierarchical tree structure. The software allows switching display modes by organization or location or by document type.

Reversions, releases and updates shall be managed by KeEDMS. Depending on the authority, the user can update/delete the document as required.

Tạo tài liệu

Tìm kiếm...

Tổ Chức

Tổng Công Ty GENCO3 (8)

Hội đồng quản trị (0)

Công đoàn (0)

Ban KD-TTĐ (1)

Ban TGD (0)

Ban Tổng hợp (0)

Ban Kiểm toán NB & GSTC (0)

Ban Kiểm soát (0)

Văn Phòng - TTBV (0)

Ban Tổ chức & Nhân sự (0)

Ban Pháp Chế (1)

Ban Tài chính Kế toán (0)

Ban Kế hoạch (0)

Ban Kỹ thuật Sản xuất (3)

Ban An toàn (0)

Ban Quản lý Đầu thầu (1)

Ban Quản lý ĐTXD (1)

EPS (1)

Ninh Bình (0)

Loại Tài Liệu

	Tên	Mã số	Phiên bản hiệu lực	Loại tài liệu	Phòng ban, đơn vị q...	Thời gian tạo		
<input type="checkbox"/>	1	Bản Vẽ 002	DO002	Version 1	Bản Vẽ P&I	Ban Kỹ thuật Sản xuất	2022-08-09 11:28	
<input type="checkbox"/>	2	Bản Vẽ Villa 155	BV155	Version 1	Bản Vẽ P&I	Ban Kỹ thuật Sản xuất	2022-08-10 12:13	
<input type="checkbox"/>	3	Bản Vẽ DJI Phantom 3	DJI_Phantom_3	Version 1	Bản Vẽ P&I	Ban Kỹ thuật Sản xuất	2022-08-10 16:56	

1 đến 3 trong 3

< > Trang 1 trong 1

Phiên Bản(3)

Chi tiết

Bình luận

Thông tin chung

Tên

VBPL 35.2022.QD.UBND.pdf

Mã số

35.2022.QD.UBND

Loại tài liệu

Văn Bản Pháp Luật

Mô tả

Thông tin quản lý

Phòng ban, đơn vị quản lý

Ban Pháp Chế

Thông tin hiệu lực

Đối tượng liên quan

Thông tin phê duyệt

Nguồn gốc tài liệu

Phân loại & Trích xuất dữ liệu

Thông tin hệ thống

Phiên Bản (3)

	Tên phiên bản	Hiệu lực	Người tạo
<input type="checkbox"/>	Version 1.0	✓	Đặng Văn Tuấn
<input type="checkbox"/>	Version 1.1		Đặng Văn Tuấn
<input type="checkbox"/>	Version 2.0		Đặng Văn Tuấn

0.0.1 PID 1

GENERAL

ATTACHMENTS

RELATED EQUIPMENT

Version 0.0.1 (Active)

1 trên 1

Tự động chọn kích thước

Preview

Add file

Download

Delete

File name	File size
T10206-XG02-P1PAB_-110001_P & I Diagram - Circulating Water System_R-X.pdf	78.09 KB

EDMS

Chỉnh sửa Thay đổi mật khẩu Vô hiệu hóa Khóa

Người Dùng: **Đặng Văn Khương**

Workflow Position(0) Request(0)

Tên đăng nhập: **Đặng Văn Khương**

Đã xác thực qua email

Đã xác thực qua di động

Tổ chức (bao gồm cả tổ chức cấp trên): **EPS/Phân xưởng Gia công Phục hồi, EPS, Tổng Công Ty GENCO3**

Chức danh: **EPS/Phân xưởng Gia công Phục hồi**

Profile: **User**

Di động: **0373068161**

Tổ chức: **EPS/Phân xưởng Gia công Phục hồi**

Tổ chức chính: **EPS/Phân xưởng Gia công Phục hồi**

Cấp trên:

Liên hệ:

Khách hàng:

Ngôn ngữ: **Tiếng Việt**

Nhận thông báo qua email:

Hợp lệ: ☒

Ảnh đại diện:

Thông tin hệ thống

Thời gian tạo: **2022-07-29 12:21**

Thời gian sửa: **2022-08-11 14:56**

Chỉnh sửa Nhóm Người Dùng

Thông tin chung

Tên: **ban_ktsx**

Loại: **Permission set**

Ứng dụng chỉ định: **EDMS**

Người dùng: **Đặng Văn Tuấn**, **Trưởng Ban**

ECM: ☒

Tên hiển thị: **Ban KTSX**

License: **platform**

Tên đăng nhập: **EPS/Phân xưởng Gia...**

Tổ chức chính: **Tổng Công Ty GENCO3**

Tên: **Đặng Văn Khương**, **Đặng Văn Tuấn**, **Trưởng Ban**

Di động: **0373068161**, **0373068162**, **0373068164**

Email: **khuong@genco3.com**, **hoangie@genco3.com**

Chức danh: **EPS/Phân xưởng Gia...**

Số thứ tự: **1**, **2**, **3**

0.0.1 PID-1

GENERAL ATTACHMENTS RELATED EQUIPMENT

Document Name: **PID-1**

Document Code: **P-1**

Document Type: **PID**

Description:

Document Versions

Version	Created At	Description
0.0.1	07-09-2023	

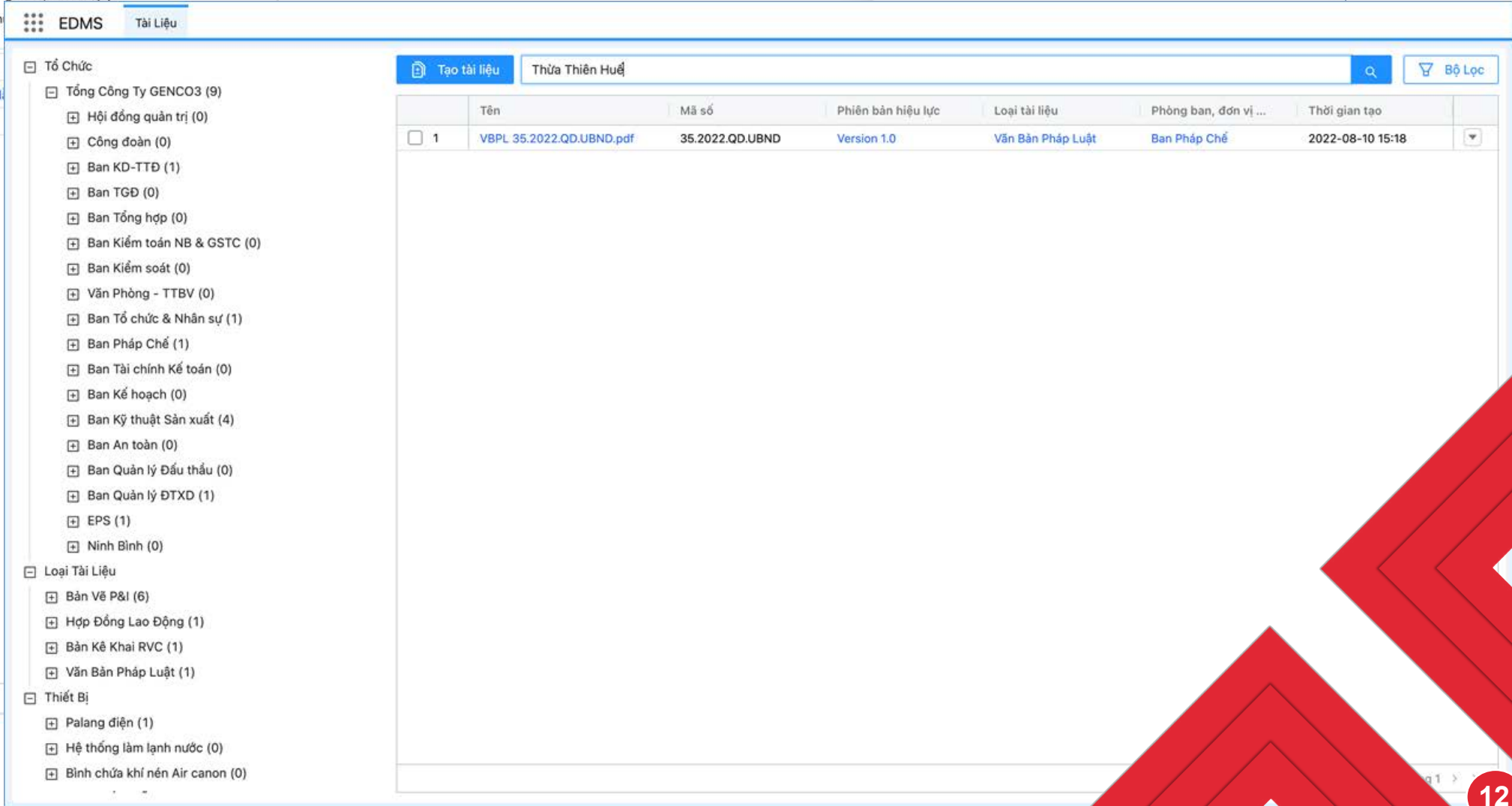
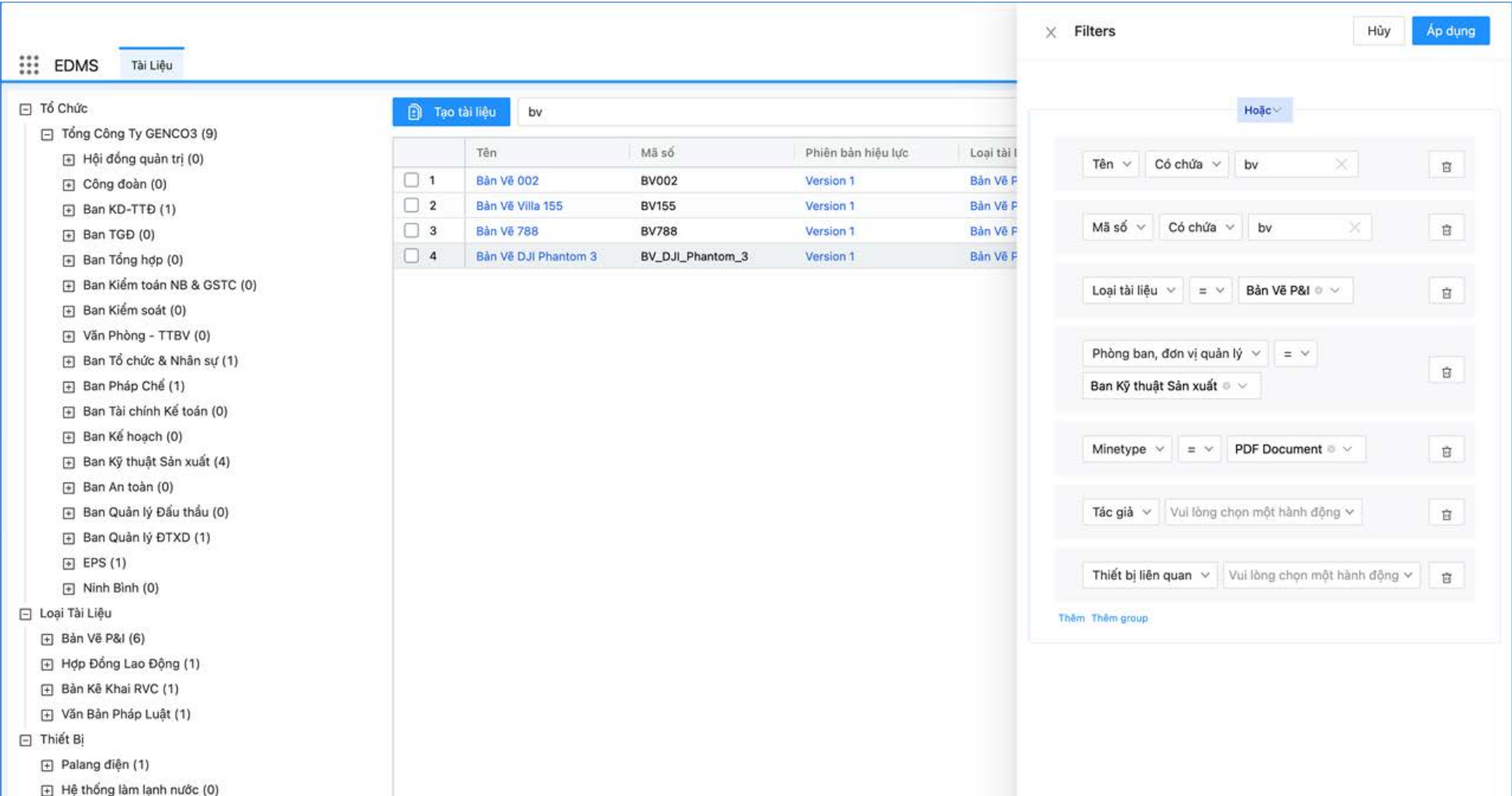
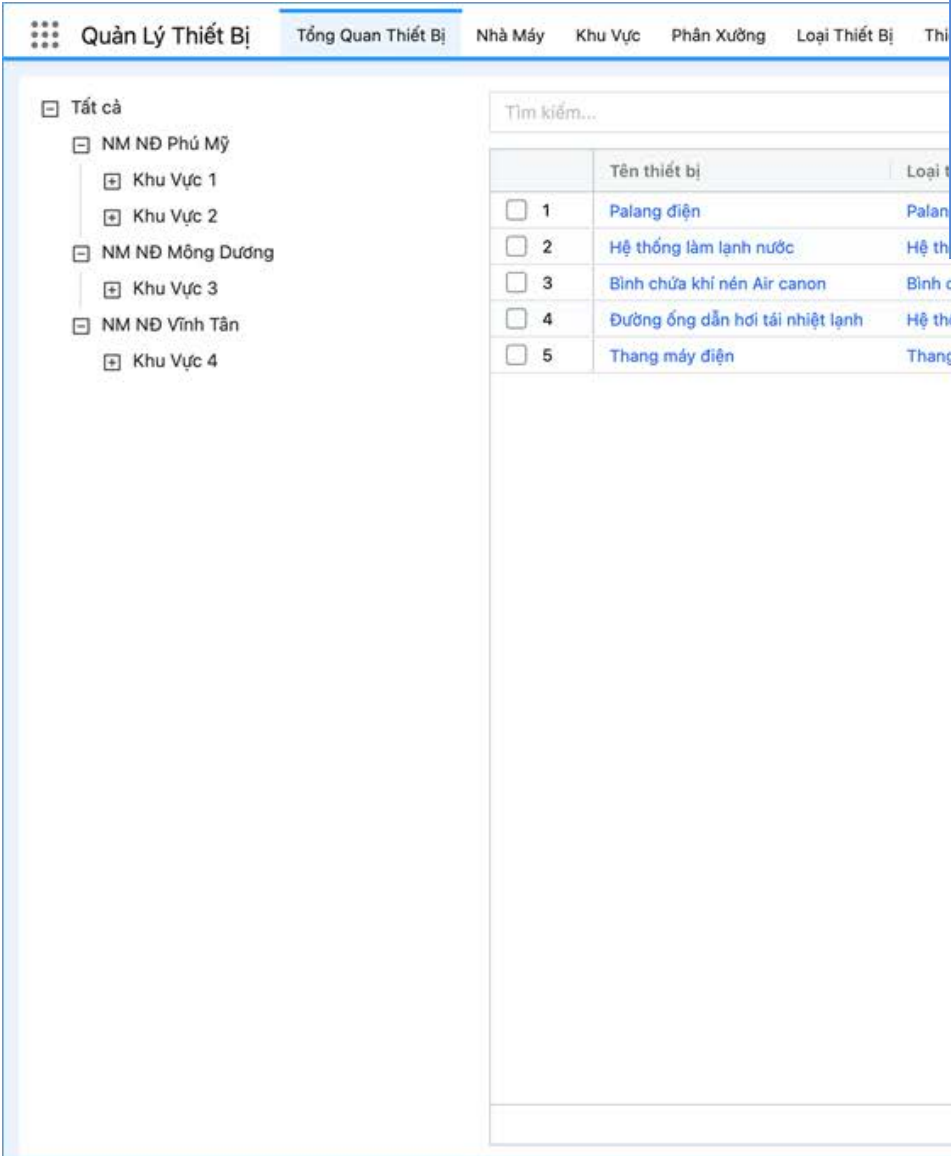
KeEDMS allows user upload a document and select Approval workflow. Authorized user will review/ approve document before publishing on KeEDMS system.

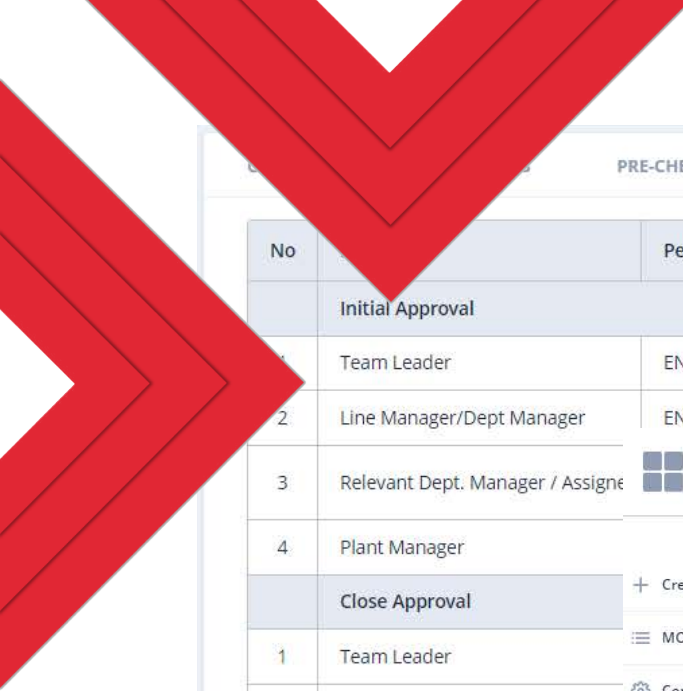
A protected audit trail shall be available for any modification to any record.

The following search and retrieval features shall be supported:

- Full text
- Date received/ Type of document
- Keyword
- Subject/Originator
- Revision
- Author
- Title
- Equipment tag

Multi value search fields shall be available to perform advanced searches.





PRE-CHECKLIST

APPROVAL PROCESS

[Initial Approval] Processing

No	Person	Status	Datetime	Comment
Initial Approval				
1	Team Leader	ENGINEER Leader		
2	Line Manager/Dept Manager	ENGINEER Manager		
3	Relevant Dept. Manager / Assigne			
4	Plant Manager			
Close Approval				
1	Team Leader			
2	Line Manager/Dept Manager			
3	Relevant Dept. Manager / Assigne			
4	Plant Manager			

+

Create new MOC

≡

MOC

⚙

Configurations

MOC Instance

IA Insilos Administrator

GENERAL

MOC QUERIES

PRE-CHECKLIST

APPROVAL PROCESS

[Initial Approval] Processing

Originator/Facility

Insilos Administrator

Date of Origination

17:33 20-09-2023

Department

ENGINEER

Mobilephone

0365009900

Proposed date of change

12:00 30-09-2023

MOC Number

MOC-00008

Description

Repair

MOC Effect Type

☒ Permanent Change ☐ Temporary Change

Type of Process Change

☐ Alarm

☐ Process Control

☐ Electrical

☐ Other

☐ Addition/Removal of Equipment

☒ Instrument

☐ Chemical

☐ Piping Modification

☐ Equipment / Material Modification

☐ Shutdown Point

List of Attachments

+ Add file

GENERAL

MOC QUERIES

PRE-CHECKLIST

APPROVAL PROCESS

[Initial Approval] Processing

This questions should be reviewed by Originator and his Manager before initiation of changes				Answers			Responsible	Remark			
				Yes	No	NA					
I Legal and other requirement perspective											
1	[Updated] Are any required applicable permits/licenses/certificates able to be attained?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
2	Is it able to obtain authority's approval for required relevant emergency plans?			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ENGINEER Emp 1				
II Are/have the following risk/requirements associated with change able to be/been addressed?											
Mechanical Hazard											
Electrical, and thermal)				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

KeEDMS allows for managing the initiation, reviewing, approving MOC requests, managing the execution process, evaluating, reviewing, and finally approving post-change.

KeEDMS allows changing and updating the document versions corresponding to the MOC implementation process.

HARDWARE REQUIREMENT



KHANG TRUONG THINH LIMITED COMPANY



HEAD OFFICE

72nd Floor, Landmark 81 Building,
Vinhomes Central Park Urban Area,
No. 720A Dien Bien Phu Street, Ward
22, Binh Thanh District, Ho Chi Minh
City



WORKING OFFICE

R.702A, Floor 7th, Center Point
Building 106 Nguyen Van Troi, Ward
8, Phu Nhuan District, Ho Chi Minh
City



TRAINING AND SERVICE CENTER

T9-17 The Manhattan Glory, Vinhomes Grand
Park Urban Area, Thu Duc City, Ho Chi Minh
City

Server	Recommended specification
KeEDMS server	<ul style="list-style-type: none">Operating system (OS): CentOS 7.CPU: 48 Core CPU.RAM: 64 GB.Storage: 1TB+ (depend on size of document data)
Backup server	<ul style="list-style-type: none">Operating system (OS): CentOS 7.CPU: 4 Core CPU.RAM: 8 GB.Storage: 1TB+ (depend on size of document data)

Devices	Minimum specification
PC	<ul style="list-style-type: none">Hardware:<ul style="list-style-type: none">+ CPU: dual core.+ RAM: 4gb RAM.Web Browser:<ul style="list-style-type: none">+ Microsoft Edge: version 90++ Google Chrome: version 90++ Firefox: version 90+



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