

# Policy Document Module

Get Hassle-free Access to Policy Documents At Your Fingertips



✓ Challenges

---

✓ How Policy Document Module Helps

---

✓ Digital HRMS Policy Document Suite

---

✓ Policy Management Process Outline

---

✓ Building Blocks

---

✓ Role-Based Access

---

✓ Key Features

---

✓ Our Select Clientele

---

✓ Industries

---

✓ Mobile App

---

✓ About Us

---

# CHALLENGES

## Key Policy Circulation Challenges Faced by Enterprises

Lack of Confidentiality and Data Accuracy

Filing & Managing Policy Documents Manually

Difficulty in Introducing & Sharing New Policies

Handling Tedious Paper Bound Acknowledgement Process

Difficulty of Providing Access

Handling Policy Documents Manually is Error Prone

Scattered/Decentralized Policy Documents

Maintaining Different Versions of Policies

# HOW POLICY DOCUMENT PLATFORM HELPS

Enterprises today need an automated policy management platform to streamline organization policies

- Paperless Policy Management
- Digitalized Policy Process & Workflow
- Management With Fewer Resources
- Better Time Management
- Centralized Policy Documents & Versions
- Automated Email Notifications
- Streamlined Policy Sign off/Self Attestation
- Quick Policy Insights Through Dynamic Reports





# DIGITAL HRMS POLICY DOCUMENT SUITE

Get the possibility to choose More Modules & Build your Customized Platform for Every HR Function.



Policy Document

+



My Details

+



Employee  
Management &  
Pre-Onboarding

+



Reports &  
Analytics

+



Admin  
Configuration

Get the Flexibility to Choose More Modules & Build your Customized Platform for every HR function.



Survey



Self Service



Asset Mapping



Training



Timeport



Leave &  
Attendance



Violations &  
Occurrence



Recruitment



Performance  
Assessment



Resource  
Allocation



Separation



Travel



Conference  
Room Booking



Expense &  
Reimbursements



Task  
Management



Confirmation  
Assessment



Advances



User Manual

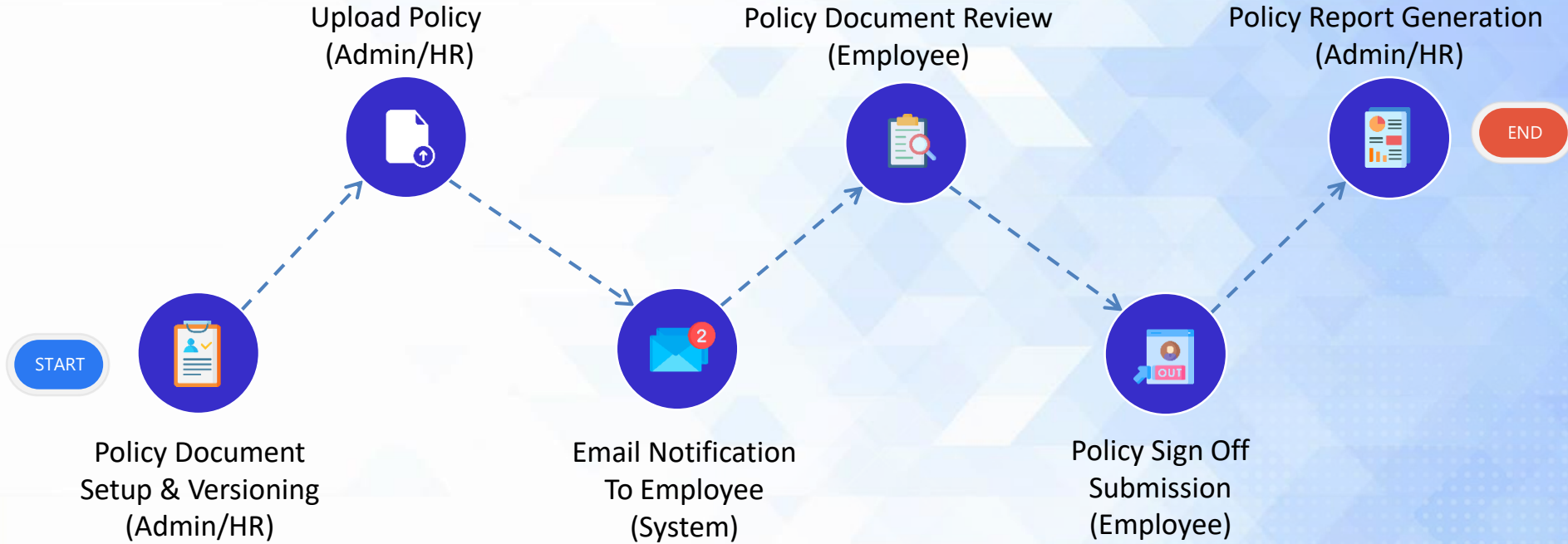


Mobile App



Payroll

# POLICY MANAGEMENT PROCESS OUTLINE



# POLICY MODULE BUILDING BLOCKS



Policy Document  
Module

Policy Document  
Setup

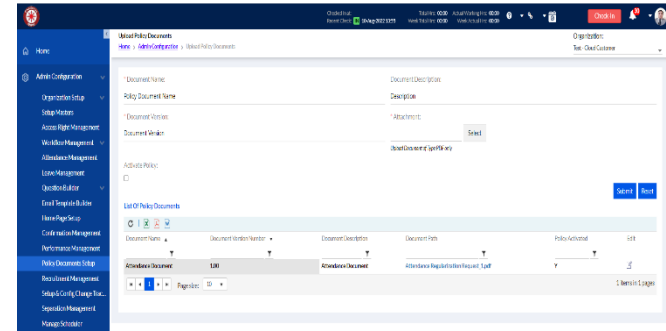
Email Template  
Builder

Self  
Attestation

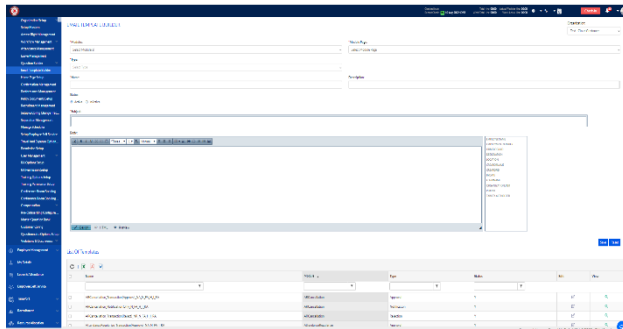
Report  
Builder

# Policy Documents Setup

- Add & Setup New Policy
- Update & Edit The Policy
- Maintain Different Versions Of The Same Policy
- Activate/Deactivate Policies To Submit For Attestation



## Email Template Builder

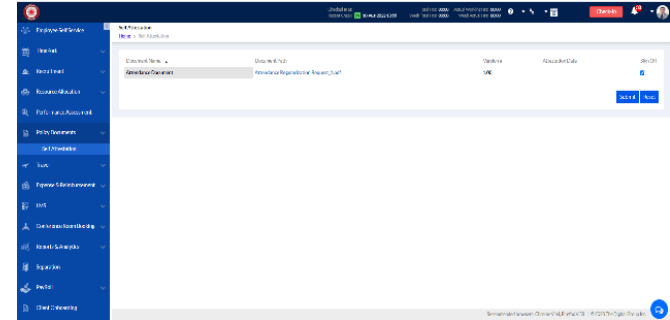


- Configure Email Notification Template With Required Subject And Body
- Select The Activate/Inactive Buttons Of The Notification Status
- Manage The Notification List

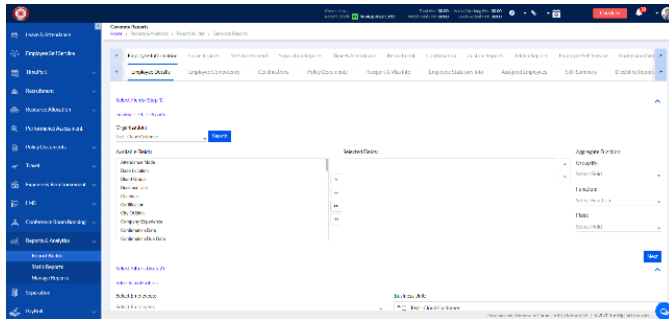


## Policy Documents (Self Attestation )

- Download And Review The Policy
- Sign Off/Self Attest The Policies



## Policy Documents (Report Builder)



- Pick And Choose Fields For Policy Report
- Create & Manage Your Own Reports
- Assign Static Reports To Employees
- View & Analyse Reports As And When Required
- Export Reports In Excel, PDF & Word Format

## ROLE BASED ACCESS

Policy Document Module has multiple Logins/Roles – Employee, HR Admin

### HR/ADMIN



- Add, Manage & Upload Policies
- Activate/Deactivate Policies
- Manage Email Notification Templates
- Create & Assign Dynamic Reports
- Monitor Policies Attestation

### EMPLOYEE



- View List of Assigned Policies
- Download & Review Policies
- Sign-off Policies

## KEY FEATURES



**Digitalized Policy Workflow**




**Paperless Policy Management**



**Policy Review as Per Convenience**



**Available for Easy Download**



**Customized Policy Configuration as Per Organization**




**Seamless Management of Different Policy Versions**



**Integration with 3rd Party Platforms**



**Convenient to Use**



**Quick HR Insight on Employee Self Attestation**



**Customized Reports**

# OUR SELECT CLIENTELE



# OUR SELECT CLIENTELE





# MULTIPLE INDUSTRIES. ONE HR SOLUTION



HEALTH CARE



IT / ITES



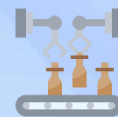
AUTOMOBILE



EDUCATION



REAL ESTATE



MANUFACTURING



RECRUITMENT  
AGENCY



CONSULTANCY  
FIRM



MEDIA &  
PUBLISHING



FACILITY  
MANAGEMENT



DEALERS &  
DISTRIBUTORS



BANKING & FINANCIAL  
SERVICES



HOSPITALITY



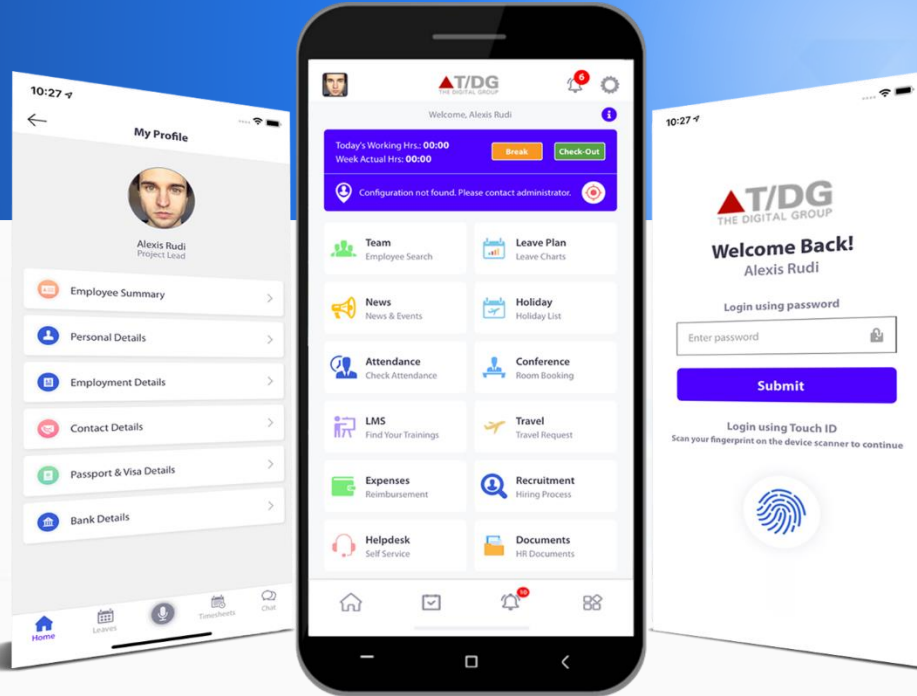
UTILITIES



PHARMA

And many more other industries to which we cater HRMS as a solution.

# ACCESS THE DIGITAL HRMS ON THE GO



Discover Digital HRMS App  
on Google Play & App Store  
with advanced features for mobile users.



Geo Fencing



Fingerprint Signature



Chat Bot



Timesheet Recorder



Voice Command



Face Recognition



# ABOUT US

**Digital HRMS** is an one-stop solution for all HR needs. It is a modular customizable HR software platform, developed by T/DG, that empowers your workforce, simplifies your operations and drives your business goals. For more information, visit [www.digitalhrms.com](http://www.digitalhrms.com)

**The Digital Group (T/DG)** is a MNC and leading provider of a broad range of Information Technology services having software products across domains like HR, enterprise search, automation testing, telehealth, and more. It was incorporated in 1999 and Head-Quartered at Princeton, US. T/DG is a CMMI 5 level company with 1000+ employees and has IT Service Projects & Products as major business. For more information, visit [www.thedigitalgroup.com](http://www.thedigitalgroup.com)

## Awards & Certifications



### Digital Group InfoTech Pvt Ltd

Plot No.5, Pyramid Building, Hinjewadi, Rajiv Gandhi  
InfoTech Park, Phase 1 Pune, Maharashtra 411057

[marketing@digitalhrms.com](mailto:marketing@digitalhrms.com)

[sales@digitalhrms.com](mailto:sales@digitalhrms.com)

+91 20 66532111 | +91 20 66532052

### Global Presence

USA | CANADA | INDIA | FIJI | SINGAPORE | VIETNAM

