



A modern integral archiving, document and workflow management system, thus, constitutes the requisite basis. Documents are stored in a revision-proof way, protected against unauthorized access and, by means of automated processes, directed through the company.

Take advantage of the digital personnel record on the basis of the d.3 system – as well for the flexible and fast handling of all personnel data of your employees. In the digital personnel record, analog information such as CVs or certificates are combined with electronic data such as salary statements or statements for social security contributions from your HR system. In this way, you always have a central overview. Through the uniform fast displaying of all documents in d.3 view, you can run over the pages of your personnel record – like you are used to.

But especially the administration of such sensitive data requires a high degree of security and a superior system for regulating the access authorizations to this information. With d.3, you have the opportunity to store your documents in the digital archive in an encrypted way. By applying the AES encryption method, all files are protected against unauthorized access. In this way, only your d.3 administrator (reasonably, this should

In a world of increasingly globalized competition, optimized processes are of primary importance. The replacement of paper-based workflows by electronic workflow scenarios provides enormous potential for efficiency increases and cost reductions.

not be your IT administrator) is allowed to grant reading and writing rights. Every request for a personnel record is automatically identified. Access is only granted if the user possesses the according rights.

On account of certified, bi-directional interfaces, d.3 can easily be integrated into existing personnel management (HR) software such as ADP PAISY or SAP HR.

Rule-based workflow scenarios support your personnel and operating department as well as the management board in the ap-

plication selection process. In this way, you can keep a transparent overview and the internal process is considerably more efficient.

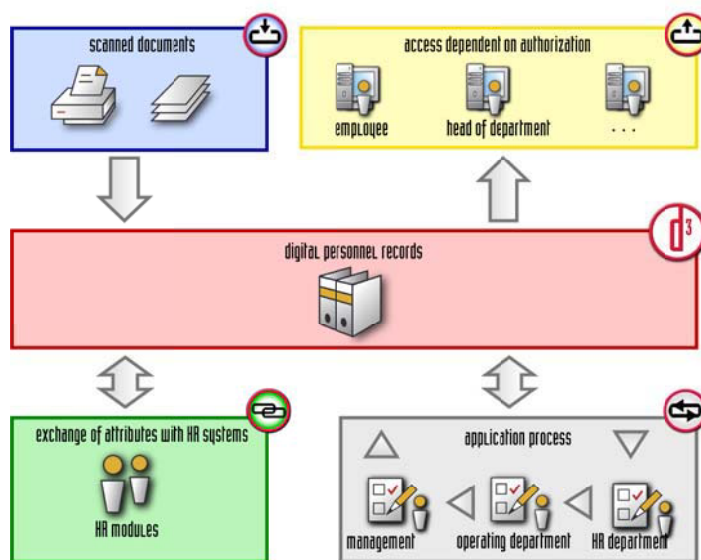


Fig. 1: With calculable costs and a rapid amortization, the digital personnel record solution of d.velop AG constitutes the superior entrance into the digital optimization of your business processes.

# Digital Personnel Record

With the digital personnel record you will gain:

- Legally reliable digital archiving.
- Central administration of all personnel records.
- Secure identification and authorization of users.
- Efficient selection process.

## Contact

Do you still have questions?  
Please do not hesitate to contact us:

d.velop AG  
digital business solutions

Schildarpstraße 6–8  
GER - 48712 Gescher

Phone: +49 (0) 2542 – 9307-0  
Fax: +49 (0) 2542 – 9307-20

E-mail: [info@d-velop.de](mailto:info@d-velop.de)



# d.velop