



**MANAGING DOCUMENTS
AND PROTECTING CONFIDENTIAL
INFORMATION IN A RAPIDLY
GROWING ORGANISATION
ROS GEO**



Customer

ROSGEO

is the largest geological exploration company in Russia. Founded in 2011, ROSGEO operates in eight Federal Districts and 40 regions of Russia. The company offers a full range of geological exploration services from regional surveys to parametric drilling and subsoil monitoring. ROSGEO is also experienced in delivering projects on a global scale including Asia, Europe, Africa and Latin America.



Challenge

Before adopting THESIS, ROSGEO didn't have a specific workflow for handling their paperwork which contains commercially sensitive information. The company was keeping hard copies of this paperwork and wanted to develop an automated way of managing this data. The solution also needed to be able to support the rapid growth of the business and be flexible enough to adapt to the ever-changing needs of the organisation.



Alexey Petrov,

Director of Information Technologies at ROSGEO explained the reasons for adopting an ECM solution which included standardising the process of managing documents, increasing staff visibility to support performance management and the ability to share work and collaborate across different business units and office locations. The solution needed to automate document flow, manage instructions and tasks from management, manage confidential information sensitively and allow document exchange across the many subsidiaries of ROSGEO.

ROSGEO put their requirements out to tender and the contract was won by Haulmont Technology. The reasons for choosing Haulmont's THESIS solution included:

- Scalability
- Support of different time zones
- Simple and user-friendly interface
- Flexible settings and possibility of system customisation

■ Solution

Ilya Gumenchuk,

THESIS Sales Manager:

"I saw ROSGEO as a new and fast-growing organisation. The business had never used an ECM system before and therefore didn't have a process for managing documents. It was up to us to help them to find a way of decreasing their workload using THESIS."



Implementation was divided into two stages: a rollout at the ROSGEO head offices and then a replication of this at the other subsidiary offices. Our project manager was onsite to complete a pre-installation survey of ROSGEO's business processes to agree a functional specification and any modifications to THESIS that the client would require.

Using the business processes modelling tool in THESIS, the Haulmont developers were able to create two workflows for document management: one process for documents requiring approval and one for internal company documents that do not need to be signed off.



The team were also able to use THESIS functionality to create recurring tasks for employees to generate reports. Haulmont staff added a function to assign tasks to a "co-assignee" as well as the assigned user so that two individuals can share a task. Processing confidential documents safely, securely and compliantly was a key requirement for ROSGEO. To fulfil this request, the team added a special attribute which meant that only users with certain permission rights to access a document could open it.

■ Results

During the first month of using THESIS, ROSGEO registered 800 tasks and 1700 documents and 100 of these were processed. ROSGEO were able to separate documents into internal and external, improve the compliance procedures for protecting confidential information, and move all operations to electronic rather than paperless within the first couple of months of using THESIS. The organisation continues to benefit from a streamlined workflow and standardised way of communicating across differing business units.



ROSGEO

Russian State Geological Company