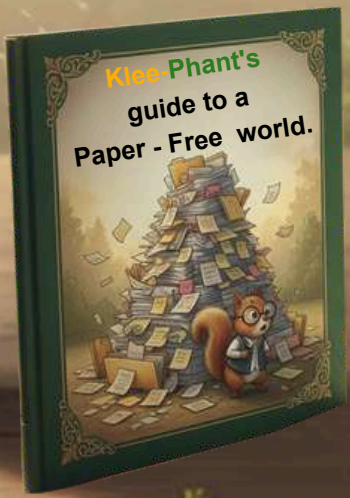
kleeto



Employee Onboarding and Offboarding

Efficiently manage your employee onboarding and offboarding process with our configurable and customizable automated solutions.



- **Task Checklists**
  Automate tasks for smoother transitions
- **Digital E-Forms**
  E-sign policies and complete Joining forms online.
- **Access Management**
  Grant/remove access based on roles
- **Exit Formalities**
  Ensure clearance & proper employee offboarding

Kleeto — Organized. Secure. Always Accessible.

kleeto – Employee File Management

One Employee File

All documents in one place

Secure & Verified

Tamper-proof records

Faster HR

Less work, more speed

Full Lifecycle

Onboard Lifecycle to offboard





This book belongs to

_____



Scamper lived in a world of whispers and worries. His treasures-the ideas, the memories, the tiny, important kernels - were hidden beneath a towering Mountain of Papers.


WHERE IS THE KERNEL OF MY BEST THOUGHT'?'

He often lost the most important things right when he needed them. "Where is the kernel of my best thought?" he sighed, digging deeper into the mess.



Then arrives
Klee-Phant.
Gentle and gigantic,
he did not clear the
clutter, but
offered a new
perspective.
"Come," he rumbled
gently, "Let me take
you to the Stream of
Clarity."



Klee-Phant led Scamper to a flowing, clear stream, where every pebble was distinct and every movement was clearly visible. "This is how your thoughts can be," Klee-Phant explained.



We need a place to
keep the stream's
clarity safe,
Scamper realised.
Together, they began
Building the Digital
Treehouse in the roots
of the mighty
Banyan Tree,
a safe home for all
treasures.


THE DOUBLE LOCK LEAF

Each important idea
became a special
Double
Lock Leaf-secured so
that
only Scamper and
those he truly trusted
could ever open it.
Security was not a
chain, it was -
‘Peace of Mind.’


STORM SHELTER
OF
MEMORIES

Even when Scamper
was
far away, the
Treehouse
stood like a
Storm Shelter
that guarded his
memories
from the sudden
winds of
loss or damage.



And the stream, now
linked to the
Treehouse,
sent a
Reminder Ripple
- a soft, gentle nudging
that told Scamper
when a leaf needed
attention, or a task
was about to bloom.



Soon, organising
leaves was no longer a
chore, but a joyful
Song of Growth.
The Invisible Thread
linked every item,
helping Scamper find
any thought
with ease.



Klee-Phant revealed that every step, glance, and click around the tree leaves a trace, reminding all creatures that actions are always watched, remembered, and protected.


LOST TREASURES
Alcoves of Memories

Scamper realised that
the old papers still
held fragments of the
past.
These were the
Lost Treasures,
not rubbish, but
Alcoves of Memories
waiting to be
re-discovered.

Legally Valid Signature
Secure & Safe

An old leaf, carrying
an
Echo of the Past, felt
incomplete. It was
missing a small mark,
a tiny
assurance, The
Missing Signature that
would make it whole
and useful.



We cannot sign the past, Klee-Phant said softly. "But we can ask the Friends with Keys- those who share the gate, to confirm its true value for today.


Inventory
Audit Trail
Report
Access
Compliance
Change History

The Friends came for the Treehouse, not worrying about the distance as it offered
Access Across Forests.
They understood that sharing was part of the protection.



They held a small
Festival of Sharing,
where they exchanged
not just the keys
to documents, but the
stories behind them-
the
wisdom gained from
the old paper
mountain.


CERTIFIED GUARDIANS
SAFEKEEPING PROMISE

Klee-Phant made a
quiet oath,
The Guardian's
Promise: "I will watch
over
the roots of your
Treehouse, making
sure
the earth beneath is
firm,
and the stream remains
clear."



Sometimes, new
leaves
arrived with a frantic
rush.
The Paper Chase-
demanding attention
Now, Now, Now!
Scamper felt the pull
back to the old chaos.



In the chaos,
he dropped a vital leaf
and the key to its
lock.
The importance of
the lock wasn't about
holding
things in, but about
knowing where to
find the
key.



Klee-Phant, The Quiet Watcher, didn't panic. He simply pointed his trunk to the lost key.
"Focus on the quiet stillness, little friend, and the answer will always be there".


THE
MEMORY
GARDEN

To honour the past, Scamper designated a patch of earth near the Treehouse as "The Memory Garden"- where the most valuable old leaves were planted, giving wisdom a place to grow.


The New Sapling
Systems → Creation

From the deepest root of the Treehouse, a new idea sprouted: “The New Sapling”. It was small, but full of promise, proving that systems lead to new creations, not just tidiness.



Every leaf, old and new,
held The Leaf's Secret: a
single, unchangeable truth about what it was, whom it was for, and what is to be done with it. Clarity demanded Honesty.



Now, the daily work
felt like
The Gentle Breeze,
moving things easily,
not the frantic
wind of the
paper chase.
Work was a
smooth flow,
not friction.



Scamper looked up at Klee-Phant. They stood at the center of "The Circle of Growth", where the past was remembered, the present was flawless, and the future was a clear sky full of possibilities.


PAPER HR DOCS
DIGITAL FILES
STREAMLINED PROCESSES
FASTER
SECURE
ACCESS ANYWHERE
SAVE TREES, GO DIGITAL

kleeto

DOCUMENT MANAGEMENT SOLUTION

Organized. Secure. Always Accessible.



Digital Employee File Management

Centralized, paper-free employee records



Secure Access

Role-based and permission-controlled access



Compliance Generation

Instant compliance reports, audit ready



MIS Reporting

Clear insights with real-time dashboards



Anytime, Anywhere Access

Access files securely from any location



Digital Document Generation

Create documents instantly, no manual work



Real-Time Backup

Continuous backup with zero data loss



E-Hastakshar

Legally valid digital signatures



Seamless Integration

Integration Possible with any existing tools



Employee Onboarding & Offboarding

Smooth lifecycle management from joining to exit


Scamper found
his Peace.
You can find your peace with
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CONTACT KLEE-PHANT:
sales@kleeto.in
1800-4190-568
www.kleeto.in
KLEE-PHANT'S LOCATION
5th Floor, Tower A, ASF
Towers, 249E, Udyog Vihar,
Phase-IV, Gurgaon-122016,
Haryana, INDIA
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