

# Document Management



Supports the creation, approval, and distribution of documents and provides visualization of the right documents at the right time and for the right context

## Overview

There are many documents which are relevant for manufacturing, including technical sheets, drawings, and standard operating procedures (SOPs) or work instructions. Documents need to be created, approved, published, and distributed, and most importantly, the right documents need to

be presented to the user at the right time. When a new version is set effective, it's important to ensure that the new version supersedes previous one. Also, for regulatory compliance, it may be necessary to ensure that the operators read and sign-off on new document versions.

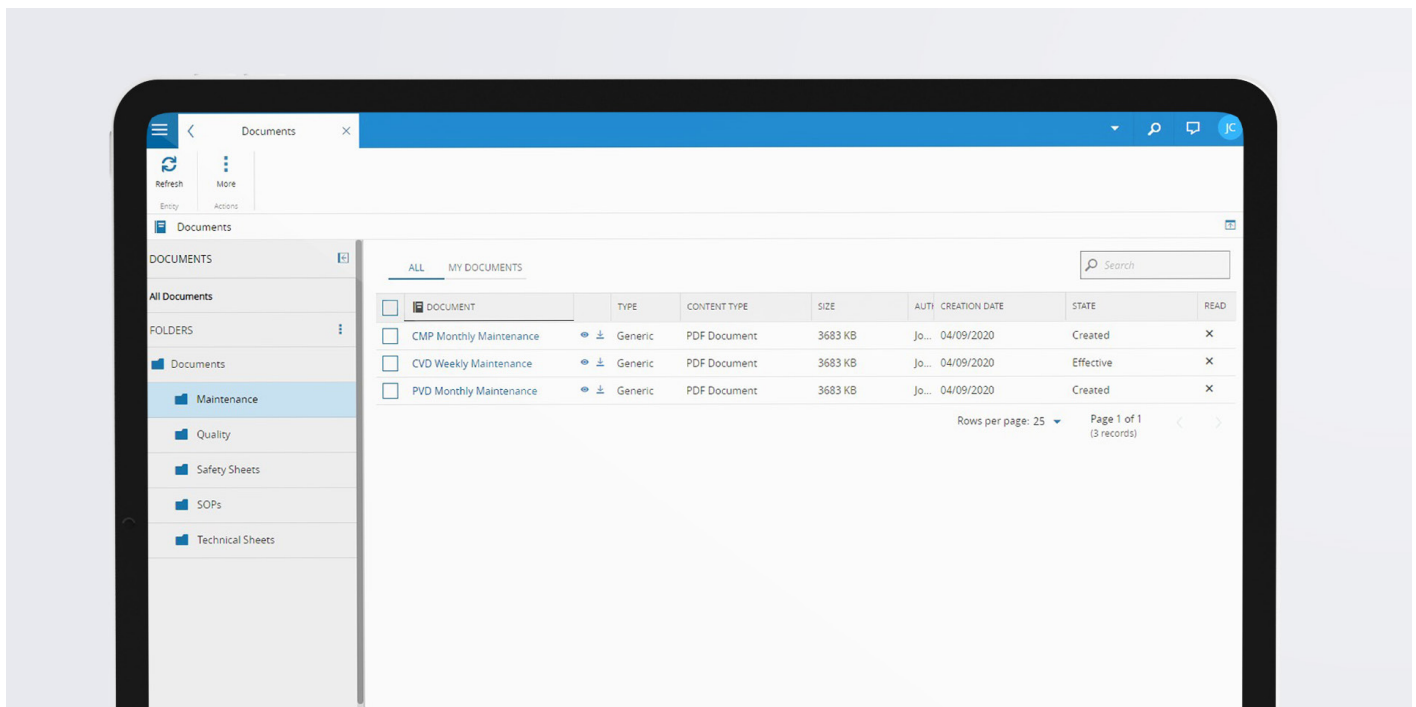


Figure 1 Document browser

## Key Features

- Support for document version management with access and change control.
- Provision of a document change history.
- Support for documents stored internally by the application or documents referenced in an external system (accessible via an URL).
- Capability to send notification emails to a distribution list when a new version is created or modified.
- Capability to enforce and track that users acknowledge that they have read and understood a certain version of a document before being able to proceed with certain Material and Resource operations.
- Access to a Document browser based on a user-defined folder structure.
- Direct access from a browser to any application document using a URL.
- Integrated with Material Tracking and Resource Tracking – users are presented with the right documents based on the Material and Resource context.

## Benefits

- Reduction of paper and paperwork
- Reduction of errors
- Reduction of scrap and rework
- Increased operational efficiency

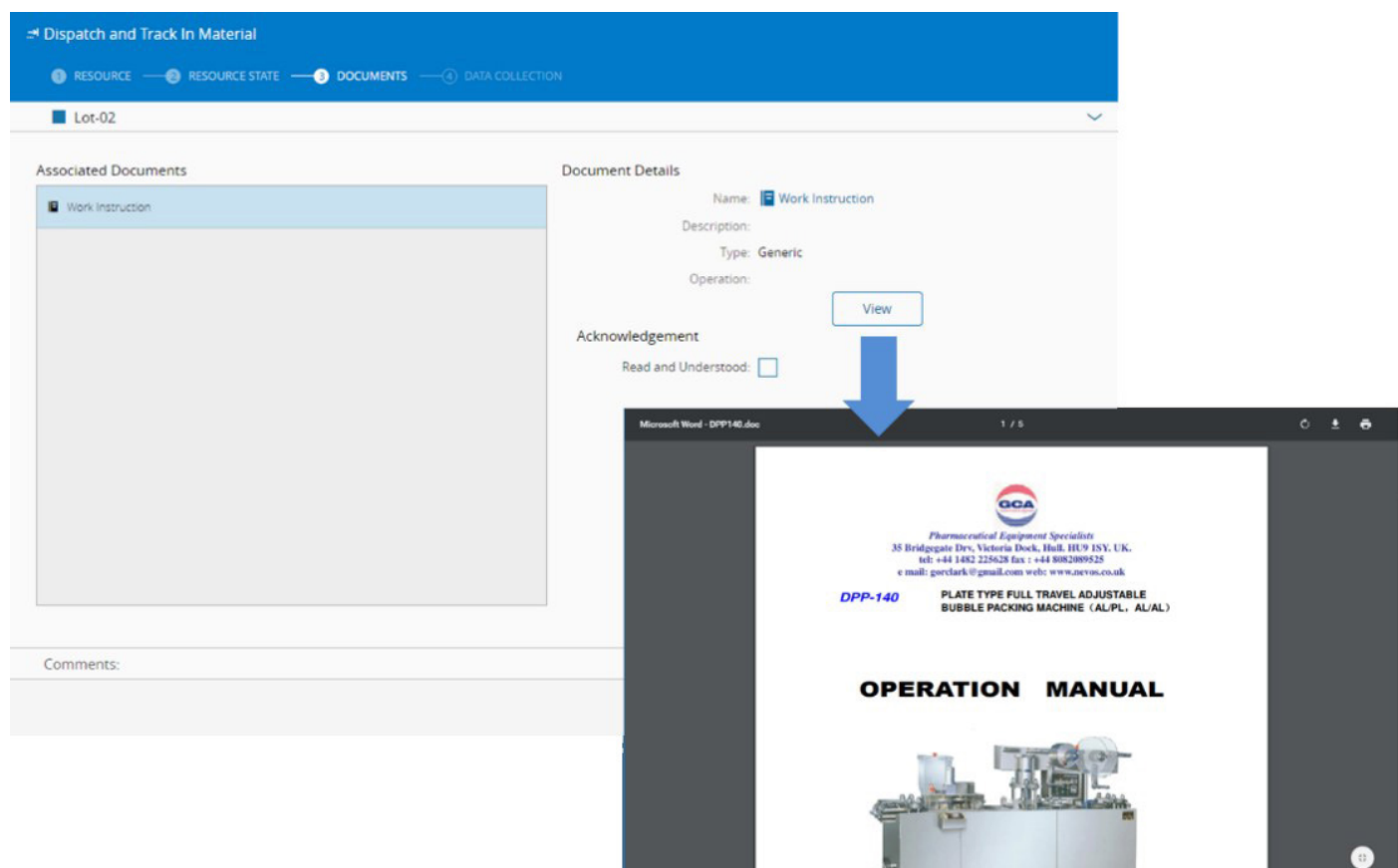


Figure 3 Integrated Document Management