# **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.

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Refresh More										
Entry Actions										•
DOCUMENTS		ALL MY DOCUMENTS							₽ Search	
All Documents				TYPE	CONTENT TYPE	SIZE	AUT	CREATION DATE	STATE	READ
FOLDERS	1	CMP Monthly Maintenance	φ ±	Generic	PDF Document	3683 KB	Jo	04/09/2020	Created	×
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Quality								Rows per page: 25	<ul> <li>Page 1 of 1 (3 records)</li> </ul>	0.2
d Safety Sheets										
SOPs										
Technical Sheets										

Figure 1 Document browser



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## **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 scrap and rework

- Reduction of errors
- Increased operational efficiency

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ssociated Documents	Document Details	
Work Instruction	Name: 🗧 Work Instruction	
	Description:	
	Type: Generic Operation:	
	View	
	Acknowledgement	
	Read and Understood:	
	Microsoft Ward - DPP140.dee 1 / 5 C 🛔	
	Pharmacentical Equipment Specialists 38 Bridgegate Dev, Victoria Dock, Hult, HU9 ISY, UK,	
	tel: +44 1482 225628 fax : +44 8082089525 e mail: gordark@gmail.com web: www.news.co.uk	
	DPP-140 PLATE TYPE FULL TRAVEL ADJUSTABLE BUBBLE PACKING MACHINE (ALPL, AL/AL)	
Comments:		
	OPERATION MANUAL	

#### Figure 3 Integrated Document Management



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