

Document Controller

Designed to help you manage the document life cycle of critical documents

Document Controller



Document Controller is designed to help you to manage the document life cycle of critical documents, especially those documents related to your ISO and OHSAS certification.

Use Document Controller to build and manage an electronic Quality Manual, including all your detailed procedures and work instructions.

Features & Functions

- Create and track documents
- Send documents for review
- Send documents for approval
- Option to convert MS Word documents to PDF
- Electronic signatures
- Multi-level documents access control
- Use of Microsoft Word Templates
- Archive obsolete versions of documents
- Wide variety of pre-built views
- Comprehensive field controls
- Create full document history
- Ability to request acknowledgement of documents
- Viewing documents via an Internet Browser
- Viewing documents on a Smartphone
- Support for 6 languages

Benefits

- Document critical procedures as required by the relevant standard
- Automated workflow ensures everyone is kept informed
- Document content is protected
- Electronic workflow is faster, more accurate and more secure than paper
- Automatically send reminders on overdue actions
- Users only see latest approved documents
- Easily cross reference other relevant documents
- Helps achieve and maintain certification

Document Controller can exist on it's own as a self contained application, or can be implemented as part of the full Team Business suite.

The user interface is delivered via the IBM Notes client and web browser. The application will run on any Windows Operating System, Linux or Apple Mac.

The application can be installed onto an existing Domino server within your IBM Domino domain or accessed via our hosted data centre where we use IBM xSeries servers to ensure maximum performance.



This application has met IBM integration standards and is published in the IBM Global Solutions Directory.

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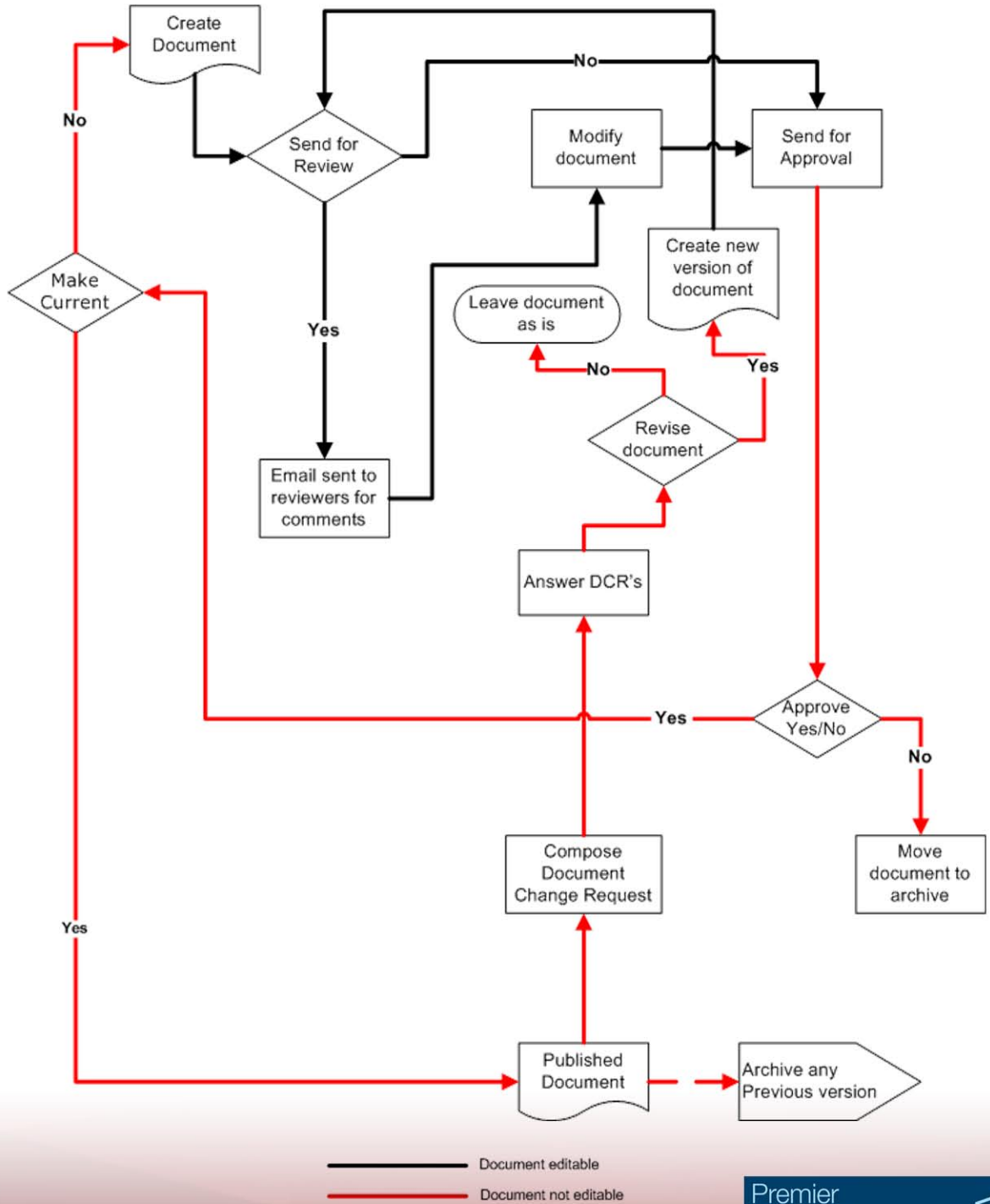
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Document Controller

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Document Controller Workflow

Document Controller



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