Document Management Solution Datasheet

In simplest terms a Document Management System (DMS) is a web-based system used to store and track electronics documents.
The DMS is the strategies, methods and tools used to capture, manage, store, preserve, retrieve and deliver content and documents related to organisational processes.

Our DMS solution is user-friendly and a comprehensive solution allowing organisations to store and control their documents using the Document List module.

The documents can be amended by the authorised personnel. The module provides overview reports whereby users can view the full document list and all overdue documents.

The full document list provides a RAG status (Red, Amber and Green) for each document on the list.

The RAG status will highlight all documents due for review in the short-term (Amber) and all documents that are already overdue (Red). This feature can be used to prioritise the work or actions.

The software will ensure that only the latest version of each document is made available to users. Whenever a document is updated; the previous version is automatically archived.

The process for document management is provided within the module.

Value Add to Customers

The module offers a powerful tool for managing and controlling all documentation in your organisation.

- Manage and control all your organisational documentation to satisfy any certification standard such as Quality Management Systems (ISO9001), Health & Safety, and Environmental Management System (ISO14001) and many more.
- No Risk of mistakes in using other than the latest version of a document.
- Simple migration from your existing system.
- The most time and cost efficient administrative system you can find for updating, approving and distributing your documents.
- No stationary costs.
- Immediate distribution of new or latest versions of documents.
- Auto prioritising of activity using RAG status.

Features of the DMS

The module is feature rich and includes the follow features.

- Easy and simple access to all the features in this module.
- Notification of changes – instant electronic notification of changes to documentation.
- RAG Status – clearly defines the status of each document (Red, Amber or Green) for review.
- Document Search - advanced document search facility.
- Printing – reports can be printed, exported to excel, PDF or Image.
- Permission level – access to each document can be individually controlled.
- Archive – all deleted, cancelled or closed documents are automatically archived.
- Communication channel for discussion or sharing of information with originator, owner, users etc.
- Process – in-built flow chart to explain the methodology used within this module.
- User guides – work instructions built-in to the Process to help users use the system.

DMS is available as a standalone module or part of the fully integrated Quality Management System.

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