

Getting the best from your information assets

Regulations, standards and contracts mandate the documentation of business policies, processes and procedures. Over time your organisation generates this information and masses of other important corporate documents. These are often held in both electronic and paper formats, residing in filing cabinets or on computer systems in multiple locations.

Rapid retrieval of important information presents all organisations with a constant challenge. The use of out-of-date, inaccurate content is often a problem and jeopardises standards or regulatory compliance.

Structuring, controlling and distributing sets of documents is essential if you want to find information quickly, demonstrate compliance and make full use of your knowledge base. And with staff turnover a constant threat, the argument for capturing tacit knowledge or 'know-how' is even more compelling.

MyEQMS.com Document Manager allows you to manage and store information and make it available to anyone in your organisation via your own secure myEQMS.com website. Documentation suddenly becomes easier to find, manage and control. MyEQMS.com Document Manager eliminates the cost and effort associated with paper-based systems, delivering cost savings, increasing usability and ensuring compliance with business standards.

Benefits

Documents accessed on-line are always up-to-date

Documents are rapidly located, up-dated or removed from circulation

Documented procedures, processes and policies are adhered to, leading to increased compliance

Document storage and distribution is cheap and instantaneous

Security is easily monitored and maintained

Documents are presented in a consistent framework

Users have total confidence in the documents in circulation

Access to accurate information creates 'knowledge workers'

MyEQMS.com Document Manager Features

Document Control

You easily load your existing document library onto your myEQMS.com site. The system stores any type of document in its native format – word processed documents, flowcharts, spreadsheets, video... Documents are created or edited using your existing applications and viewed on the myEQMS.com website using your internet browser.

MyEQMS.com Document Manager allows you to manage control information about individual documents. Reference numbers, document types, titles, synopses, version numbers, issue dates, document owner and can be stored along with information specific to your organisation.

The system offers maximum flexibility as you determine precisely the information that is stored against each document type. Document managers are presented only with the necessary fields for completion, ensuring simplicity of use.

Documents are managed in a variety of ways depending on your organisational requirements; document creation, review and release are fully workflow-enabled; regular review procedures and document expiry management are automated including the archiving process. Control is supported by a check-in / check-out facility. Content from the internet can also be held in the database, indexed by its unique web address (URL).

The system automatically generates a change history, maintains an archive of expired documents and has feature-rich search capabilities for locating specific documents. In addition the system automatically generates an ID for each document, records access 'hits' and date of last retrieval.

Structure

The structure functionality allows you to quickly organise documents into a hierarchical folder structure. You can easily manipulate the structure to reflect 'real use' of documents and simplify navigation.

You can place your own internal documents alongside pages drawn in from the Internet; for example, locating your suppliers' online ordering pages next to your purchasing policies and procedures.

Security

Security allows you to define system users and groups and assign them permissions as appropriate. Different permissions can be assigned to different groups to determine whether they can merely view documents or amend and record information. You can present individually tailored views of content. Some documents may be visible to all users; some may be restricted to individuals or groups with appropriate permissions.

You can also devolve document management responsibility to individuals or groups by giving them access to the myEQMS.com Document Manager. They will only be able to administer the documents that you give them permission to. They, in turn, may devolve responsibility for elements of their document set to other individuals or groups.

Reports

You have access to a wide range of standard reports. All aspects of document status, distribution and control are reported on.

Tools and Help

Users have access to context sensitive help screens and a range of system tools. The precise tool-set varies depending on the permissions of the user but include the ability to view their user details and broadcast messages to groups of colleagues.

To Do List

Document Manager automatically generates messaging and/or e-mail prompting review, approval, archive etc of documents held in the system. Actions are triggered by dates and deadlines held in the Document Manager database and compliance with requests is analysed and reported.

The myEQMS.com Web Service

Your myEQMS.com Web Service is completely secure. Powered by EQMS software, myEQMS.com allows you to run your entire Quality System on the Web. No software and no hardware to purchase. Pay by monthly subscription and manage your ISO9001, ISO4001, OHSAS18001, ISO17799/27001 systems online via your internet browser. Always-on access from any location worldwide, secure access control and integrated back-up combine to provide total assurance of business continuity and eliminate reliance on overworked IT departments.

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