

Assured delivery of business-critical information

Standards, regulations and contracts mandate the careful control of policies, procedures and processes. This information needs to be documented and distributed to the right people at the right time. Managing its delivery, acknowledgement and review cycle creates a heavy administrative burden.

myEQMS.com Navigator provides an easy-to-use information store that integrates with all myEQMS.com modules to deliver controlled content to your desktop. myEQMS.com Navigator presents you with a tailored view of company information specific to your needs that is easy to navigate and search. Content can take the form of simple or compound documents, word processor files, spreadsheets, graphics, video, audio, web pages and business applications.

EQMS Navigator presents users with approved content only in the form of current, authorised versions of documents or files. The user has read-only access and cannot make alterations. Users only see content relevant to their position and the permissions allocated to them by myEQMS.com system administrators.

Information is presented in a familiar hierarchical navigational 'tree' that is built by users with access to the myEQMS.com Document Manager module. myEQMS.com Navigator offers full content search ensuring all users can leverage the organisation's most valuable assets – its knowledge base.

Navigator Benefits

You always see up-to-date information

You easily find and access information

You have total confidence in the documents in circulation

You see content in a consistent framework

Internal documents are seamlessly combined with internet content

Users adhere to procedures, processes and policies.

Users become 'knowledge workers'

You do not require training to use the Navigator

Navigator Features

To Do List

The myEQMS.com Navigator automatically presents messages in the To Do List which prompt system-related actions. For example, a user might be asked to review or acknowledge a document by a given date. Actions are triggered by dates and deadlines held in the myEQMS.com database and compliance with requests is analysed and reported.

Navigator

The Navigator presents a hierarchical structure of documents visible in their native file format – word-processed documents, flowcharts, spreadsheets, CAD/CAM files, graphics, audio, video... All browser-compatible applications operate in the Navigator window.

To access documents and files, you simply step through a logical hierarchical 'tree' built by the 'myEQMS.com Document Manager' to find the information you require. The information structure can reflect the organisation's business processes, its projects, its operational structure or it can mirror the chapters of procedural manuals. The structure is completely tailorable and is most effective if it is familiar to the user base.

As you step through the 'tree' you load associated content into a viewing window. You have the option of loading a specific piece of content without drilling through intervening pages if required. The system automatically stores a record of your recently-viewed documents to facilitate rapid access to regularly-used content.

Search

You can quickly perform a full text search of the entire document library and results are graded to maximise the likelihood of success. Additionally your search can utilise a range of search criteria defined by your myEQMS.com administrators. Standard search criteria such as Title, ID, Date of Issue are easily supplemented with your own classification schemes.

Changes

You have access to a searchable log of changes to content. You are able to view the reasons why and when particular documents changed. Archived versions are only accessible by users with appropriate permissions.

Reports

Users have access to a number of standard reports covering document listings and document status.

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 own user details and broadcast messages to groups of colleagues.

With one mouse-click, users can check on the status of the document they are viewing. Status information can include issue date, review date, approver(s), owner, a synopsis and even your own classification schemes.

If required, a Copy button is enabled to allow users to copy the document they are viewing to their hard drive. If the Copy button is installed a further Print option is also available.

Feedback

The Feedback option loads the compose screen of your email system and automatically routes a feedback message to the owner of the document you are viewing. The user is able to quickly comment, make suggestions and identify problems with content. You can access a complete history of all feedback for every document in the system. This provides useful information that facilitates a more effective review process and ultimately improves the quality of content.

The my EQMS.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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