

Documentation Control

Advantages

- Ensures that users have the latest versions of the documentation available, avoiding the use of obsolete documentation.
- Facilitates cooperation between the persons involved in the preparation of documents.
- Allows for the unattended execution of document approval and distribution processes.
- Makes it easier to carry out training activities on issues pertaining to document contents.
- Makes updating documents much easier.

General Functionalities

- Documentation status control, including three possible statuses:
 - *Under Development*: the document is being prepared.
 - *Current*: the document has been approved and is "Under Distribution" or has been distributed.
 - *Obsolete*: the document has been declared obsolete for a user, or a version of the document has been declared obsolete by ISOKEY as a new version has been declared "Current".
- Document versioning control: as different versions of a document are generated each new version is assigned a consecutive version number starting with the number initially loaded when the original document was created.
- Change log: a record of the changes made to the document throughout the different versions.
- Workflow of documentation review, approval and distribution: the process of document approval and distribution is controlled in a fully unattended manner through preset policies. Mail alerts are sent in all cases to the users, notifying them of the document tasks they have pending, and these tasks are labeled as pending in each user's "My Tasks" section.
- If there is no answer from the persons involved, the email alerts are repeated at regular intervals.
- Sorting and accessing documentation by type (manuals, procedures, guidelines, etc.) and by groups (tree structure for document access).
- Development Forum and Critical Feedback Forum for each document: the Development Forum allows users to exchange messages and files for document preparation, and the Critical Feedback Forum allows users to exchange messages and files to generate new versions.
- Controlling the date of the next review: you can set a date for the next review so as to schedule a task that will enable you to keep documentation updated. The date of the next review can be set as a fixed date or as a certain number of days as of the date on which the document becomes current.
- Supports any file format (Word, PDF, Excel, AutoCad, images, etc.) and multiple files per document.

- Features a functionality that determines which document files will be visible by distribution recipients, allowing for some files to be visible only for Administrators, Reviewers and Approvers.
- Access available from plain lists or tree structures, with filters and queries by key words.
- Relationships to other system elements (nonconformities, other documents, audits, indicators, etc.)

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