# DOCUMENT MANAGER

## Document Register

## Objective

Create a database that can control document number sequences, the numbering scheme and revisions.

## Additional Requirements

Allow for ownership of documents and track revisions, who approved it, edited and reviewed the documents

## Result

A system that controls a 3 tier document numbering scheme with a structure of ORG-FUNCTION-TYPE-Number. A simple and quick method to generate new numbers when you want to start a new document.

## Solution Overview

The database consists of Access front- and back-ends. The numbering scheme is set up with possible options for each tier of the numbering system and the sequence number is issued and updated with the creation of each new document.

Revision records are created detailing several parameters of creator, main edit points, date created, review by and approvals.

The solution meets the demand for easy to create document numbers to ensure each document is given a number without too much complexity for smaller organisations. Each document can have any number of revisions.