

test

Doc No: w | Rev: 8

Design of DMS Software

Flow Chart

Requirement:

1. Creator (Prepared by):

Creator will prepare document (SOP and Format) in word copy without header and footer

User will add below information on dashboard

Doc. Name

Doc. Number

Date of Issue (for each Doc. number)

Revision Number

Due date period: in Years (If applicable)

Preparer Name

Reason for document revision (In case of document revision)

After filling above information, User will upload prepared document in system.

2. Approver (Approved by):

Approver will received document with notification/popup on dash board

Approver can view or download document in word copy with header and footer information

(Sr. no. a-f). Approver either approved or decline document.

If decline (add remark in window) it goes to again creator for correction.

If approved (Approved remark in box and approved by name in another box) it goes to issuer (MR). (for information tracking it goes to creator)

Approver HOD has to decide does this document has to share with any dept. (by clicking checkbox). So after issue document will be issued to intended user (OPs).

In case of revision prevision document can be view to compare with newly prepared document.

3. Issuance:

Issuer will received document with notification/popup on dash board

Issuer can view or download document in word copy with header and footer information (Sr. no. a-f). Issuer either approved or decline document.

If decline (add remark in window) it goes to again creator for correction.

If issued (Issued remark add in box and name of issued by in other box).

Issuer also check weather document has to share as per request or make necessary correction then & Final Issued.

In case of revision prevision document can be view to compare with newly prepared