Document Management System

* Requirements
  + An approval mechanism
  + Ability to separate released and WIP documents
  + Hyperlinks - able to open referring document
  + Maintain history
  + Ability to perform diff between specific versions
* Currently Picomole has:
  + A Git Server
  + Nextcloud for file distribution
  + Microsoft Office for documentation
* File structure:
  + 1st page: Revision History
  + 2nd page: Signatures and Authors
  + Page 3+: Content
* For documentation will require electronic signatures:
  + Adobe Reader/Acrobat
  + Microsoft Option
  + Other
* Review changes
  + Tortoise (SNV/Git)
  + Windows Review changes
  + Other
* Approval Mechanism - Levels
  + Author
  + Level 1 – Everyone at company
  + Level 2 – Not required
  + Level 3 - Steve CEO