E-DOCUMENT MANAGEMENT SYSTEM

Presentation by
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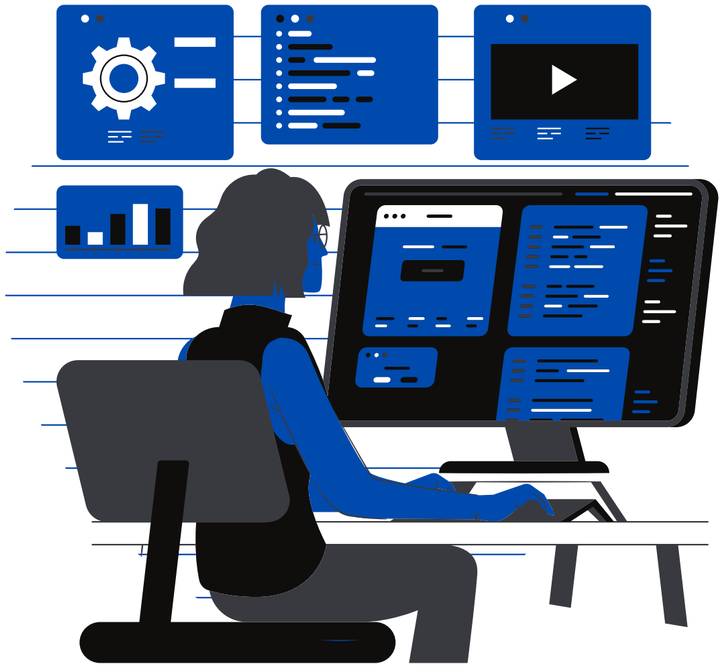
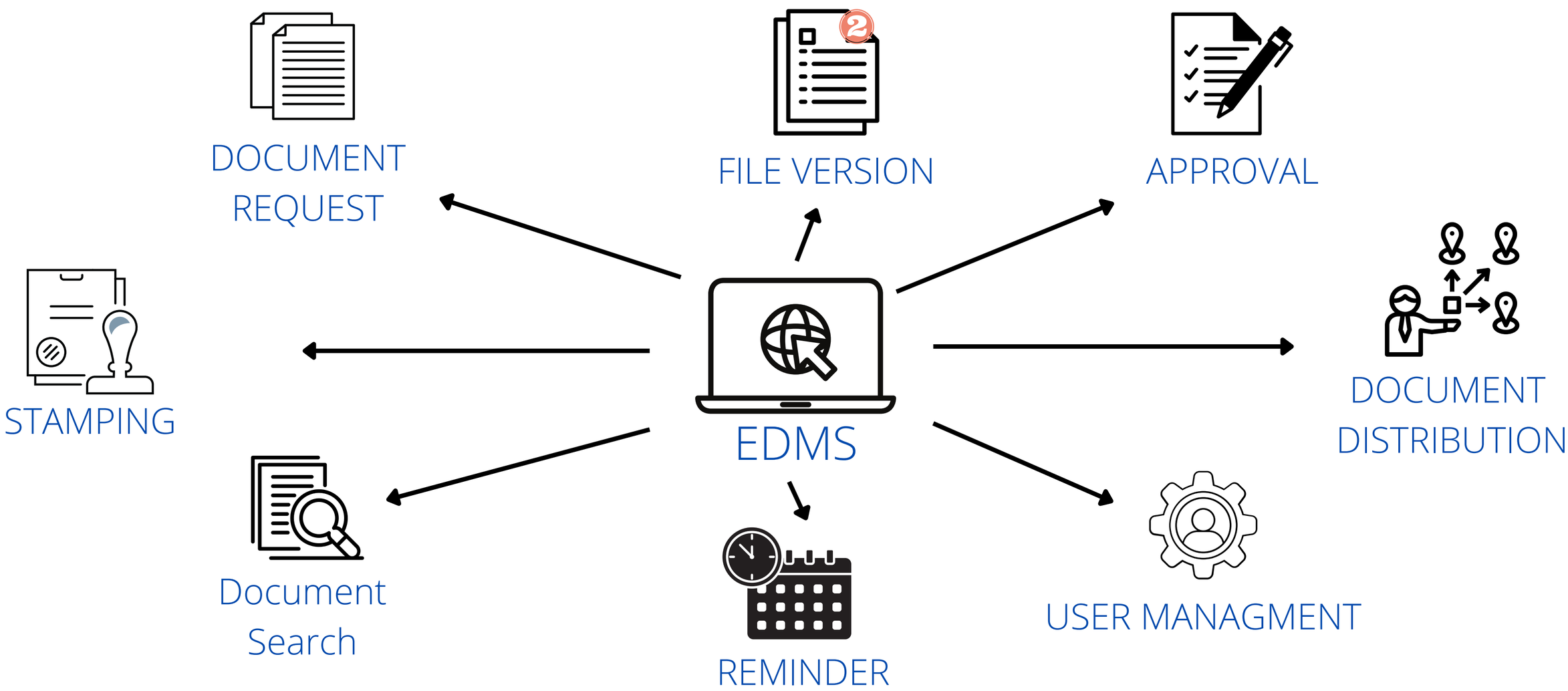
INTRODUCTION



EDMS is a computerized tool that is used to store, organize and control all engineering data throughout the design, manufacturing and maintenance phases.

FEATURES


DOCUMENT REQUEST
FILE VERSION
APPROVAL
STAMPING
EDMS
DOCUMENT DISTRIBUTION
Document Search
REMINDER
USER MANAGMENT

DOCUMENT REQUEST

- REGISTRATION
  - AUTOMATIC NUMBERING
- REVISION
- OBSOLETE
- DISCONTINUANCE
- EMAIL NOTIFICATION
- REQUESTS TRACKING
- REQUESTS HISTORY

APPROVAL

- REVIEW REQUEST
- EMAIL NOTIFICATION FOR EVERY ACTION
- TRACK ALL REQUEST MADE ACTION BY APPROVER
- ONLINE APPROVAL
- COMMENT

FILE VERSION

- DOCUMENT VERSION CONTROL
- AUTOMATIC OBSOLETE PREVIUOS VERSION
- DOCUMENT VERSION TRACKING
- VERSIONING ACTS AS RECORDED PROOF THAT CERTAIN CHANGES WERE MADE AT A SPECIFIC POINT IN TIME

DOCUMENT STAMPING

- **AUTOMATED STAMPING PER FILE**
  - **MASTER COPY**
  - **CONTROLLED**
  - **OBSOLETE**
  - **ETC.**

DOCUMENT DISTRIBUTION

- ASSIGNING BY DOCUMENT CONTROLLER
- CAN BE
  - HARD COPY
    - WITH/WITHOUT STAMP
  - SOFT COPY
    - WITH EXPIRATION DATE

DOCUMENT SEARCH

- INFORMATION CAPTURING : SEARCH ENGINE OPTIMIZATION
- LOCATING AND RETRIEVING DOCUMENTS
- SECURITY
- DOCUMENT STORAGE

USER MANAGEMENT

- ROLES
  - APPROVER
  - REQUESTOR
  - DOCUMENT CONTROLLER
  - DOCUMENT CONTROLLER HEAD
  - EMPLOYEES (CAN VIEW PUBLIC DOCUMENT SUCH AS FORMS, ANNOUNCEMENT.CODE OF CONDUCT, ETC.)
  - UNLIMITED USERS

ADDITIONAL FEATURES

- DASHBOARDS
- SUMMARY REPORT
- AUDIT TRAILS
- REMINDER(EMAIL NOTIF)
- CAN ACCESS ONLINE/OFFLINE
- THE SOURCE CODE BE TURN OVERED TO THE COMPANY