



SE Document

Document & Records Management [EDM/RM]

**Empower Your Employees With
Collaborative Knowledge**

Overview

SE Document is the ultimate solution for corporate document management. It integrates the technologies of collaborative workflow, cataloguing and recovery, content viewing, etc., into a single web-based application.

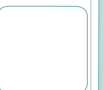
SE Document automates the processes of registration, storage, publication and distribution of documents, thus ensuring high productivity and effectiveness in its management and operation.

SE Document ensures a high level of standardization and organization of your company's document assets, according to company operational rules defined by you (terminology, security, document lifespan etc.), thus providing an efficient mechanism for identifying, recovering, and controlling documents.

SE Document allows any department, customer, or supplier to quickly and easily access the latest revisions of documents at any time, from anywhere.

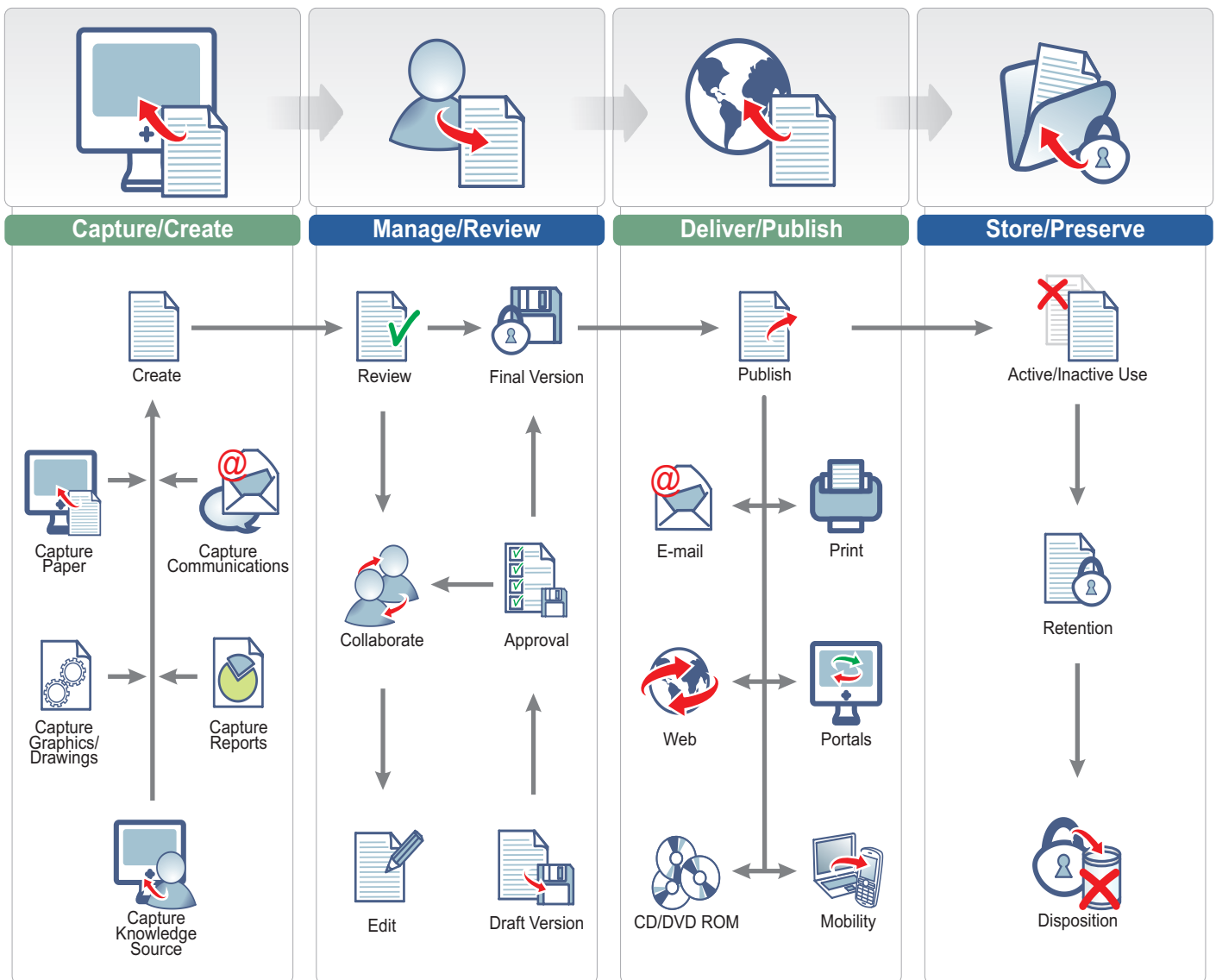
SE Document automates all the steps involved in the creation and review of documents (draft, review, approval, and release) provides direct integration to their originating applications, such as text editors, spreadsheets, CAD tools, etc. Moreover, all actions performed on each document during its lifetime are fully monitored.

The concepts and features provided by SE Document meet all requirements established by international standards and regulations such as ISO 9000, ISO 14000, OHSAS 18000, ISO/TS 16949, FDA, ISO 22000 [HACCP], SOX, ISO 20000 [ITIL], COBIT, ISO/IEC 17025, PMBOK, and others.



Team Workflow

Document & Records Lifecycle Management



Business Process Management

Features

Document Organization

- Allows for the organization of documents into nested categories.
- Supports any document file format.
- Provides for the effective and efficient management of a document's life cycle.
- Allows for the creation of new documents using pre-defined document templates.
- Allows for the automatic population of a document body with information already stored in the database - MS Office and AutoCAD.
- For maximum security, compresses and password-protects all files prior to their storage in the database or distributed server.



Publishing of Documents

- Assigns access rights to documents according to user, group of users and document type.
- Quickly retrieves documents based on any known data field or through a powerful full-text search.
- Electronically circulates published documents, requiring acknowledgement of receipt.
- Allows for viewing of documents of various file formats, including word processing files, graphics, photographs, spreadsheets, CAD files, etc., regardless of the applications in which they were created.
- Provides security controls to restrict the ability to copy and print documents.
- Provides watermarking capability to add another layer of security to printed documents.
- Effectively controls the sending, receiving, and cancelling of document copies, both printed and electronic.

Physical File Management *

- Provides automated address allocation, in order to assign documents to their respective archival locations.
- Provides a document lifespan table used to standardize archiving and disposal criteria by document category.
- Provides follow-up on document workflow, recording the time each document enters and leaves the various departments involved in the creation or revision process.
- Records all document loans and controls the deadlines for their return.
- Prints labels to identify documents, folders and archival locations.
- Generates several quantitative charts showing the volume of documents catalogued, archived, and disposed of, with summaries by department, time period, category, etc.

(*) Optional Module