

Document Management

The right documents:
safe and central



Do you want to easily find the most current version of that one work instruction, that one contract or that one template?

To ensure that the right documents are always being used, documents must be accessible to everyone and the employees with the appropriate knowledge must be involved.

With the Document Management module, you involve the entire organisation in the document management process and you safely manage, distribute and archive all business-essential documents at one place.

This allows you to save time and ensures that everyone within the organisation works with the right documents.



Manage confidential documents safely and centrally



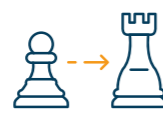
Workflow support in the document management process



Use the right knowledge from the different departments by distributing tasks related to document management throughout the organisation



Make the history of all documentation within the organisation transparent



Scalable, multilingual module which can be used worldwide



Generate a variety of reports about the use of the module



Functionalities

- Flexible design**
 Determine which employees will receive notifications at what status of the process. The (visual) navigation of the module can be modified and designed by yourself. You can use it to display your own brand style.
- Periodic review**
 Assign documents to users that they must review and approve periodically. This ensures that documents are optimised continuously.
- Familiarisation**
 (New) employees will automatically be assigned the task of reading documents that are important to them. The module tracks at what moment the document has been read by which employees. Changes will be stored in a history log for each document.
- Workflow history and audit trail**
 All edits to an improvement are recorded in a history log.
- Show previews of documents**
 Since it is possible to show previews of documents, they can be viewed quickly. Also if your Internet connection is slow.
- Publish documents as PDF**
 Documents can be edited using Word and can be published as PDF Documents, so they cannot be changed without permission.
- Paper distribution**
 The module assigns a task to the employee who must review a specific document and place a hard copy at a location. The correct paper versions of documents will always be at the right location.
- Digital signature**



How does it work within my organisation?

The module offers workflow support in the document management process where employees have certain roles and rights. Employees have their tasks assigned based on the workflow status, of which they are timely reminded by the system. This allows the module to support and monitor the workflow. By assigning tasks throughout the departments within the entire organisation, document management becomes a long-term solution with broad support. The involvement of employees ensures that the quality of the documents improves as they are optimised on time.

The module is based on the standards in ISO 9001:2005 and ISO 14001 and works according to PDCA.

If you want to implement Document Management, we will work together on the configuration of the module. This ensures that the process support fits your organisation. Users can use the module to:

- Submit requests for the creation of new documents.**
- Submit requests for changes for existing documents.**
 Old versions of a document will automatically be saved in a separate archive.
- Quickly publish documents.**
- Easily retrieve documents.**
 This can be done using (visual) navigation, default overviews, or using the full-text search function, which includes the content of attached files.
- Generating reports about the use of the module.**
 Gain insight into the progress of the optimisation and publication of documents. Or generate up-to-date overviews of operational KPIs such as open tasks or the number of document proposals by location. Reports can be generated both automatically (at a set time) and manually.

The module can be used to manage different types of documents such as:



Templates & checklists



Corporate and local documentation



HR documentation



Quality and safety documentation



Product information



Contracts

They are happy with Document Management

HM • CLAUSE



Wondering how Icologiq Elements can work for your organisation?

We would be happy to provide a solution! Contact our consultants for more information.

Chrysanta Wagenaars,
Quality Manager at Wageningen UR:

“The quality of our services improves when employees use and consult our documentation frequently and make requests for improvements. If you want employees to use the documents, they must be available digitally and from anywhere. This system facilitates all this.”



Modular

Icologiq Elements is a modular system which can be easily set up and extended with multiple modules. Start improvement actions in Continuous Improvement based on preventive actions or change documents in Document Management if that is part of the improvement.



Professional Support

During both the implementation and the period thereafter.



Global deployment options

The modules can be deployed easily at other locations (globally).



Immediate result

The module can be implemented easily and is ready to use.



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