



## *QS-Doc: Document Management System*

Finally, time has come to bid good bye to the late nights struggling with heaps of paper work to maintain quality in your products in the process devoting less time to the process related issues in your organisation.

QS-Doc is a one-time solution to all the problems to maintain quality. Now you can concentrate more on your products and services to achieve higher degree of customer satisfaction and gain competitive edge. QS-Doc is the only system, which offers quality professional's greater flexibility in the way they run and control their enterprise wide quality process.

QS-Doc document management software helps to develop, implement and maintain documents pertaining to any system standards and also management of general records, AutoCAD drawings, Bill Of Materials, Spread sheet, etc.

### *Why QS-Doc?*

A serious thought to all the generic problems of document management was given and surprisingly it was found that there are only three factors, viz. Creation, updation and Deletion. Though linguistically found simple, they invariably create troubles in practice and you end up in wasting most of your precious time and money in the following:

- ⇒ Printouts and photocopy
- ⇒ Distribution of documents to copy / holders
- ⇒ Document amendments and keeping track of each amendment followed by printouts, photocopying and so on
- ⇒ Maintain papers and numbering & revision system.
- ⇒ Auditing Cost to maintain the documents
- ⇒ Multi-level password protection.
- ⇒ Supports multi users
- ⇒ Document can be put on the corporate intranet / internet
- ⇒ Single or multi level approval system
- ⇒ Supports implementation of LAN, Win NT as well as Novell Network

### *So What QS-Doc can offer?*

- ⇒ A simple, powerful, flexible online document management system that can support documents for any function.
- ⇒ A web enabled enterprise wide and network solution
- ⇒ Integrates electronic documents such as word processed documents, excel spreadsheet, lotus wordpro, AutoCad documents (.dwg files) and other third party software.

- Integrated work flow management features
- Supports to smoothen process of document amendments.
- Automatic updation of master list of documents
- Intimates of users about new documents introduced into the system or when documents are amended
- Standard document formats for easy implementation of ISO systems
- Keeps track of changes to be made to cross reference documents.
- Customised folder management for easy flow of information and record management
- AutoCAD interface
- Knowledge Mining
- Publishing and revision control
- Ability to integrate with Microsoft Outlook and Lotus notes mail client.

QS-Doc allows organisation to control the type and content of documents published in the system. Documents can be checked and revised with full revision control and history. The documents can be published on intranet / internet and can be viewed by industrial standard browsers from anywhere within the organisation.

**QS-Doc can decrease the overheads of any organisation** by removing the need to print, sort, file and retrieve, update and archive documents manually. Documents can be published from several different system / sources to a central "Virtual" electronic storage area with minimum of intervention.

