DEVONWAY

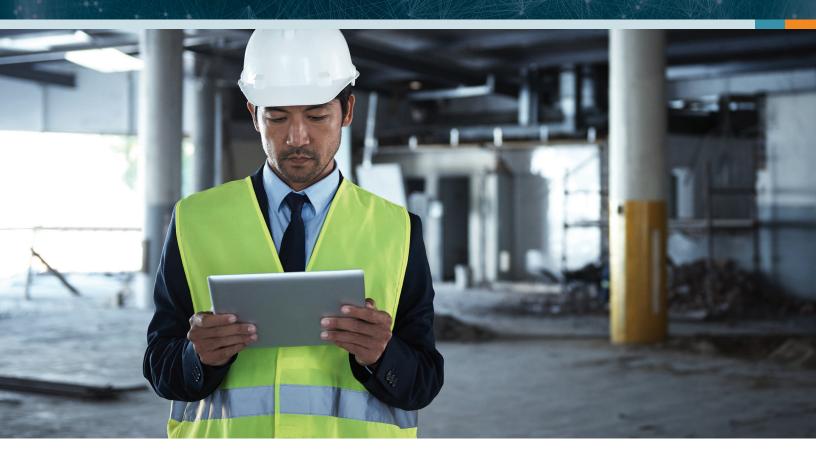## DOCUMENT MANAGEMENT

Visibility Without Sacrificing Control

As any medium-to-large organization can attest, document versions and the repositories they live in can be a real challenge to manage effectively. Too much flexibility and you end up with a chaotic mess where nobody can find what they're looking for. Too little flexibility and you grind your business to a halt, or worse, run afoul of contractual or regulatory requirements.

DevonWay's Document Management product allows organizations to create, edit, and distribute documents and their revisions in a single controlled platform that can act as your system of record (or integrate with existing repositories) while providing the appropriate level of visibility to stakeholders with the right role and authority levels. This ensures that users always have access to just the materials they need to perform their function.

Summary of Benefits

- Maximize transparency with revision tracking, role/authority-based access, and integration with other DevonWay products, creating a continuous feedback loop where all stakeholders are aware of what has been done, what is currently being done, and what will be done

- Ensure accuracy with notifications whenever a change is requested, so employees aren't moving forward with incorrect information. Review-and-approve workflows prevent a document or revision from being published prematurely

- Maintain compliance with document change analytics that give a quick, empirical view on the status of documents being changed, allowing for easier reporting to oversight groups

Key Features

Support for Multiple Formats

The DevonWay Document Management solution supports multiple file formats. Excel, Word, JPEG, and many other filetypes are automatically converted to PDF when they are uploaded into the system. The originals are retained alongside the PDFs and indexed by a full-text search engine for instant retrieval. When paired with the DevonWay native mobile app, workers in the field can use uploaded documents to guide their work and even annotate, highlight, or comment on them as they see fit. Wherever documents need to live and however they need to be used or modified, the DevonWay Document Management solution supports it.

Revision Tracking

Manage the processes for document authoring, review, and approval according to the document type or specific document workflows tailored to organizational needs. Maintain document revisions without having to overwrite or permanently alter the previously approved document. Revisions are checked in/out to ensure changes are only published after proper review. Documents can be accessed by others as needed during revision.

	Print	Clear	Unread/Read	Sort	Filter ▾	Shortcut	Calendar	
Current Task	Document Title	Assigned Date	Assigned To	Workflow Step
Module: Document Revision				
Approve	A/B Analysis of Pump Flow	10/07/2016 13:41 CST	Fowler, Amy	Approve
Initiate	Disable Turbine Bypass Systems	10/07/2016 12:48 CST	Fowler, Amy	Initiate
Initiate	Digital Valve Controller Replacement	10/07/2016 12:47 CST	Fowler, Amy	Initiate
Initiate	Acutator Inspection Procedure	10/07/2016 12:47 CST	Fowler, Amy	Initiate
Initiate	Control Valve Performance Measurement	10/07/2016 12:46 CST	Fowler, Amy	Initiate
Initiate	Air Lock Door- Replace Doors and Interlock	10/07/2016 14:06 CST	Fowler, Amy	Initiate

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Document Analytics

Document change data reports and process metrics can be established by end users without IT support. Reports such as how many documents have not been revised in designated time periods, how long it takes for documents to be revised by type, what percentage of document revisions are not approved after the initial submittal, how many documents by what types are being revised, etc. can be used to improve the efficiency and effectiveness of the document management process.

Automatic PDF Conversion with Full-Text Search

Word, Excel, JPG, and other types of documents are automatically converted to PDF and stored alongside the document in its original/native file type. In addition, uploaded documents are searchable through the full-text search functionality. You can also tag documents with multiple keywords, which are then instantly available through the in-memory search engine.

Closed-loop Continuous Improvement

When Document Management is combined with DevonWay Compliance Management, important document types (e.g. procedures, guides, manuals, etc.) can be natively connected to the regulatory or contractual obligation that directly impacts the document content. Once connected, if there is a regulatory or contractual change that impacts the document, the document owner is notified of potential impact and the document can be reopened to review against the new requirements. In addition, integration with DevonWay CAPA allows for linking and reopening a document for review when it is found to have been the source of an issue or when review or revision of the document is required in order to resolve an issue.
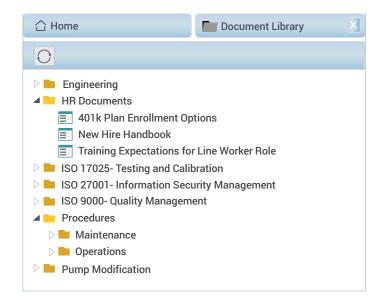
Drawing and Design Change Notices

Certain document types, like engineering drawings, can accumulate multiple smaller changes over a span of weeks or months prior to updating and issuing a new revision. Organizations usually record and track these pending drawing changes as Document/Drawing/Design Change Notices (DCNs), which describe what the pending change is about and which current drawing number and revision

the DCN is against. DevonWay Document Management provides a process for notification, tracking, and controlling DCNs so individuals who are using a drawing or document with a DCN notification can review the DCN to determine if it affects their use.

Fully Integrated

Integrate Document Management with other DevonWay solutions that use documents or integrate it with your existing third-party applications and/or repositories using DevonWay's REST API.

DevonWay's Document Management product allows organizations to create, edit, and distribute documents and their revisions in a single controlled platform that can act as your system of record (or integrate with existing repositories) while providing the appropriate level of visibility to stakeholders with the right role and authority levels.

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