

All businesses share one thing in common – the desire to attain maximum success and profitability. This demands an effective organization in which each person has access to the right information at the right time. Time savings generate profitability, and that is where Munkeby Systems can help you.

Munkeby DocControl can be used in practically all areas where you want to make your information more efficient. Dynamic organizations place high demands on simplicity, efficiency and flexibility – exactly what Munkeby DocControl creates. There are no limits to the information that you can manage using this solution!



Effective document management

Reduce your costs – increase your security

Munkeby DocControl enables you to steer all information to the right person at the right time. The experiences of our customers highlight the advantages. Our customers are spared costly and burdensome paperwork and they do not risk getting old documentation mixed up, which can cause disastrous problems in the operations. Plus, each employee receives only the information that is relevant to him or her and does not need to weed through an enormous flow of information.

Web-based and user-friendly

Munkeby DocControl is fully web-based and makes it easy for people to obtain information via the intranet. You decide the graphic appearance. Many customers choose to integrate Munkeby DocControl in their existing intranet or to control all documentation via the process schedule. There are many variations, but they all have one thing in common – a high degree of user-friendliness.

The solution is based on subscriptions to information. Each person is linked to one or more functions that you define based on your needs and desires. Examples of functions are processes, departments or machines. A function can also be a specific role. Each function then subscribes to one of the types of information

predetermined by you. However you decide to set the solution up, it helps save enormous amounts of time by steering information only to the persons affected.

Updating or entering new information is easy. Everything is done using the web browser where you can add documents and indicate which function or functions a document belongs to. Munkeby DocControl then recognizes which individuals are linked to the applicable function and notifies them that information has been added or updated. A person who switches functions, automatically switches the information he or she is affected by and subscribes to as well. This means that the information control can easily follow the constant changes of a dynamic organization to its market and customers.

Structure with different levels

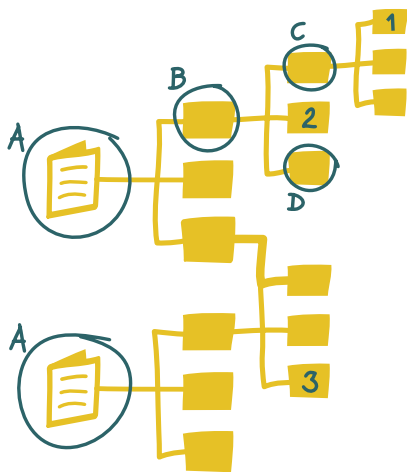
The documents that are controlled using Munkeby DocControl can be structured in different levels. These levels are defined only by your routines and needs. One example can be a manual that consists of chapters, each chapter consists of routines and each routine of different instructions. Another example can be a structure for price information with price lists, product data sheets, etc. This simplifies the management and use of large volumes of information, saving time and making work easier for the employees.

Rapid information to employees

When a change is made to several documents, for example, Munkeby DocControl sends out a change notification to those who are affected by the change. The solution supports both traditional and digital dispatches of change notifications and also keeps track of which persons receive each type of dispatch.

Many customers see this as a major advantage as knowing that each change is directed to them, the recipients pay attention to the information. In cases in which the change notification is sent by e-mail, a link is attached to the object or objects that have been changed so that the recipient can go to the link and immediately view the change. Munkeby DocControl also enables you to keep track of which people have actually opened the changed document and which have not as this is registered in the system.

Below is an example of how a change can be implemented and a change notification sent out.



In this case, three documents were changed in two different manuals and the change notifications are to be sent out. The documents that were changed are marked 1, 2 and 3. The rings indicate which subscriptions are held by Quality Manager A, Production Manager B, Machine Operator C and Supervisor D.

Following the main structure, it is apparent that the change to document 1 affects C, B and A. Document 2 in turn affects B and A. Finally, document 3 only affects A. These people have also received a change notification. Most important of all – none of the changes affected D, and D has not received a change notification!

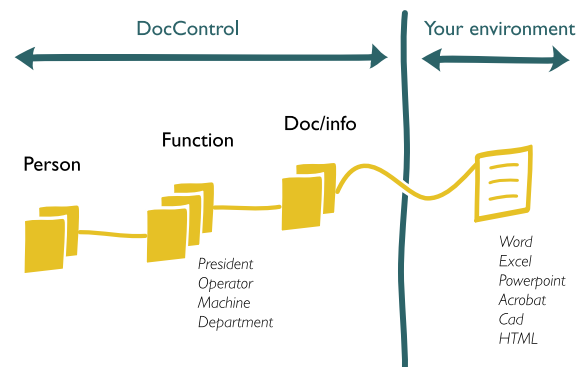
In addition to the change notification via e-mail, the updated or new documents are flagged on the intranet, making it easy for the employees to see which documents have been modified. This further reduces the risk of important changes not reaching the users.

Alarms and reminders

Munkeby DocControl also tracks the dates for the various documents. The solution senses when the validity of a particular document is ending and will notify the issuer of the document. The reminder function contributes to full control over the documents and ensures that the organization always has the most recent information. This dramatically reduces the risk for needless and costly mistakes due to outdated documents.

Own routines control the solution

Since Munkeby DocControl is fully web-based, the solution is platform-independent and exceptionally easy to use. The solution controls your documentation without you needing to convert files or otherwise change your routines. Instead, all your existing documents can be used, regardless of whether they are Word files, PDF documents, drawings or pictures.



This means that Munkeby DocControl also supports all programs and file formats that may be used in the future – and can easily keep up with your operations in its development. The possibilities are endless and the areas of application many. For example, manuals, marketing materials, drawings, product materials, routines and instructions can all be controlled using Munkeby DocControl.

Technical data

Munkeby DocControl is a database-driven web application that is installed on a server using Windows NT or Windows 2000 or later.

Hardware requirements – server

The requirements on the server are determined by the scope of the installation. A medium-size installation requires a server with approximately 2 GHz processor, 1024 MB internal memory and a harddrive of approximately 20 Gb.

Hardware requirements – user machines

All users work via the web browser, which means that the installed web browser determines the hardware requirements. The web browser is Microsoft Internet Explorer version 5.5 or later.

Backup

Backup is done continuously during operation, all necessary backup software is included.

ASP and LDAP

Data can be retrieved from other environments and databases via ASP pages and the exchange of user information with Active Directory can take place via LDAP.

XML support

Munkeby DocControl has XML support, which makes it possible to exchange information via XML with other systems.

Web Services

Web Services answers questions about Munkeby DocControl or other service providers in the network.