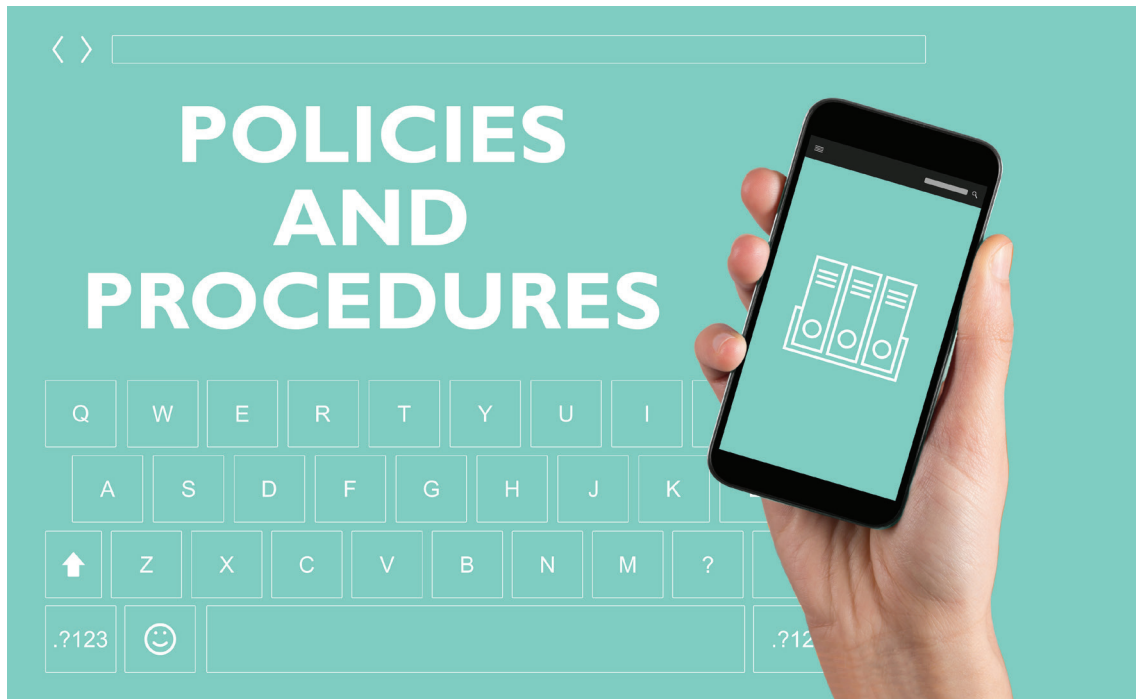




DOCUCONTROL

BY FYB PTY LTD

The FYB DocUControl leverages Micro Focus Content Manager to deliver a seamless and efficient solution for the publication of quality documentation such as policies, procedures, maps, drawings and work instructions to your intranet and website



Using the FYB DocUControl will provide the following benefits:



- ▶ Enable your organisation to track the development of controlled documents from drafting through to approval, providing you with one source of truth and ensuring you are meeting industry compliance, recordkeeping and ISO 9001 standards
- ▶ Ensure staff or the public only ever see the latest approved version of a controlled document through an intuitive web interface at anytime from anywhere, reducing the risk of referring to out-dated or incorrect policies, procedures and work instructions
- ▶ Automatically schedule annual reviews of controlled documents, enabling them to be proactively kept up to date

Version 2.1.15 Features

- ▶ Intuitive web interface enabling people to search and locate controlled documents quickly and easily
- ▶ Advanced searching capabilities
- ▶ Maintains settings of the controlled documents from Content Manager through to publication
- ▶ Intuitive Administration Console providing you the ability to configure:
 - Navigation and Browsing options
 - Record Type and Metadata options
 - Site appearance and apply organisational branding
 - Document review periods, responsibilities and email content for notifications
- ▶ View and export document statistics, including; overdue documents or those nearing review
- ▶ Ability to apply Content Manager workflow, actions and procedures or the document review functionality to facilitate the drafting, authorisation, approval and automatic publication process of controlled documents
- ▶ PDF Rendering module included to automatically render and display a PDF copy of the authorised policy, procedure or work instruction, when module is disabled a HTML copy will display
- ▶ Automatically generates new versions of the controlled documents that are ready for review in the upcoming month, attaching the workflow which will trigger notifications to responsible staff via email
- ▶ Overdue notifications sent to owners of controlled documents when review due dates are missed

Prerequisites

- ▶ Micro Focus Content Manager 9.3x, 9.4x, 10x
- ▶ Microsoft Internet Information Services (IIS) 10
- ▶ Access to the FYB DocUControl requires the user to have a valid Content Manager License
- ▶ .NET Framework 4.7.2 or greater
- ▶ DocUControl must be installed on a Content Manager workgroup server
- ▶ Please ensure you are using a compatible browser
 - Microsoft Edge
 - Google Chrome
 - Firefox

Terms and Conditions

- ▶ Subscription pricing

Discover how the FYB DocUControl can streamline the publication of your policies, procedures and work instructions quickly and easily to your intranet and website. Contact us today to organise a demonstration and subscription pricing.