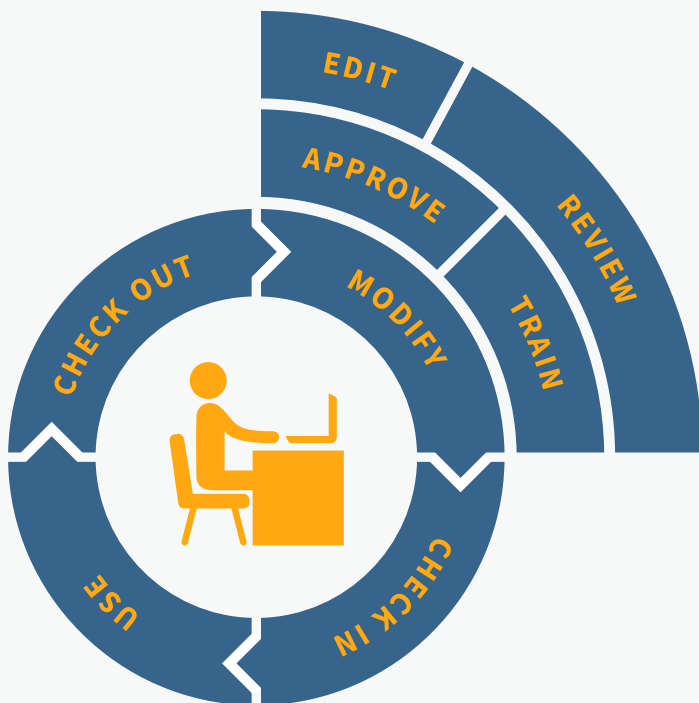# E*Doc

The Controlled Document and Procedure Management Tool for Process Facilities

E*Doc is an advanced document control system used by major industrial facilities to manage large numbers of engineering documents and operating procedures. On-site and remote staff have immediate and secure access to the latest document revisions enabling rich collaboration between workers while maintaining strict document control protocols.

Manage your facility's critical infrastructure documents with speed and accuracy through intuitive interfaces, robust security, and flexible design. Your documents are available when you need them and where you need them; instantly. The E*Doc Electronic Document Management System insures quality, clarity and compliance.

DOCUMENT CONTROL CYCLE

E*Doc gives you the ISO-9001 compliant structure to manage all of your facility's infrastructure-critical documents. Every phase of document control is carefully managed to insure their accuracy, integrity and accessibility.

✔ Secure Documents
✔ Instant Access
✔ Unlimited Documents / Users
✔ Flexible Design
✔ Low Maintenance Cost

FEATURES

Document Management

E*Doc manages everything from layered drawings to emergency operating procedures. E*Doc enforces strict check out/check in document management with full revision control. The automated document review process insures complete discipline peer review. Every action performed in E*Doc is logged and can be reviewed by administrators. Electronic files are automatically routed between users insuring document integrity. Emails are automatically sent to users to ask, alert, acknowledge and accelerate. A working copy of each revision of every document is maintained. The E*Doc work process integrates with your current management of change (MOC) program.

Users & Accessibility

E*Doc conforms to your work flow & document numbering conventions. A user-friendly interface makes tasks easy to perform and understand. Training for most users takes less than 15 minutes. The latest document revisions are instantly accessible from any web browser. Searching for single or multiple documents is simple, easy and intuitive. Five authorization levels grant users different responsibilities and access to different features. An extensive administrative interface controls every aspect of E*Doc.

Technical Features

E*Doc generates a small footprint. Your entire document control system is hosted locally on your existing Windows servers. The entire program can run on a single server or across many depending on your network. E*Doc uses three different security models eliminating redundant IT administration costs. E*Doc can run on any device with just an internet browser and a connection to your intranet. Each site license includes unlimited documents and unlimited users. The annual support agreement insures you always have total support and the latest updates.

DOCUMENT SEARCH

E*Doc provides two simple methods for finding and viewing your documents quickly, efficiently and accurately. Searching for documents in E*Doc is as easy as asking a question or following a tree branch. Anybody can instantly access and view the latest revision of every document in the collection, and they don't even have to be logged in. Every document is available to every worker in your facility. Public and private searches simplify repetitive queries.

WORKSPACE

Everyone with an E*Doc user name and password has their own personal workspace where they can perform their assigned tasks. Reviewers can view and evaluate documents sent to them for review. Editors can also create & edit documents and distribute them for review and approval. Managers can also approve the documents from their assigned area/discipline. Administrators can perform all tasks as well as customize E*Doc.

OUT TO CONTRACTOR

Your contractors rely on the accuracy of your documents. E*Doc manages every document transmitted to your contractors. You can generate transmittals, send files, build reports and send emails. Users who check out documents that are out to contractors are automatically instructed to notify the contractor with their changes.

EMAIL

E*Doc automatically sends out messages to alert users when procedures require recertification, documents are returned for changes, reviews are completed and training is completed. These emails have links to view the documents or open a Workspace in E*Doc. The Administrator can send email to individual or groups of E*Doc users.

NEW DOCUMENT GENERATOR

Your document numbers are as unique as your facility. E*Doc can not only create new documents from existing templates, but can generate new document and file numbers that conform to your existing numbering system. You can create placeholders in E*Doc, and populate them later with imported documents. Documents can be flagged for discipline review, recertification, MOC signoff, manager approval, training and other special handling options.

LINKS

E*Doc give you a place to display and manage helpful links to web pages and documents on the network. This allows you to build and maintain a dynamic library of technical publications. You can also link to other instances of E*Doc at associated facilities and always view their latest document revisions.

ADMINISTRATION

E*Doc can be customized to match your corporate image including fonts, colors and images. The E*Doc Administrator controls the function, visibility, and work flow of E*Doc by managing the display settings, available profile fields, user permissions and document actions. Administrators serve as the single point of contact for administering E*Doc on-site and provide suggestions for enhancements that are incorporated into later revisions.

CONCURRENT ENGINEERING

E*Doc can manage unlimited copies of your master documents simultaneously across multiple projects in a secure and controlled environment. All users have instant access to the latest project-specific revisions. Editors can consolidate project documents to incorporate everyone's changes. The master documents can be reconciled with these changes to create a new master document. Project users are notified and project documents are flagged whenever documents are updated.

AIS develops customizable software solutions for the oil refining and chemical processing industries to improve facility performance, operational efficiency, environmental protection and plant safety. Our focus is to develop high quality applications that adapt to your evolving business objectives and changing regulations.

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