The Benefits of Using E*Doc
For Your Controlled Documents and Procedures

There are four important reasons why your document control department should use an electronic document management solution like E*Doc. They are: efficiency, security, safety, and cost.

EFFICIENCY

- Assemble document packages faster for facility turnarounds and maintenance
- Automate document numbering, page numbering, and document version control
- Edit and review more documents faster and more accurately
- Control all document types, including those simultaneously checked out to multiple projects
- Process more documents with fewer staff through automated document handling
- Accelerate document processing time with automated check-ins, check-outs, and review cycles
- Manage all documents from one central location at any time using any device

SECURITY

- Store documents in a secure folder structure where changes are strictly controlled
- Meet and exceed external company audits
- Create a comprehensive trail of all actions, performed on all documents, by all users
- Include or exclude individual users from viewing and/or editing sensitive documents
- Authenticate each user, based on their need to access and process the documents

SAFETY

- Reduce human error with less document handling
- Provide all workers with instant access to the latest revisions through an easy-to-use interface
- Ensure documents are reviewed by pre-selected groups of discipline-based experts
- Receive automatic reminders when time-sensitive documents require periodic recertification

COST

- Manage more documents with fewer staff
- Spend less time searching for documents needed to perform time-sensitive tasks
- Access and process documents remotely without having to physically visit a facility
- Standardize your document work processes across multiple departments and facilities
- Control your budget with a predictable licensing fee that includes unlimited documents, users, and devices

If your current document control system doesn't support projects or concurrent engineering, ask about E*Doc. Contact AIS Software to set up a personal demonstration.