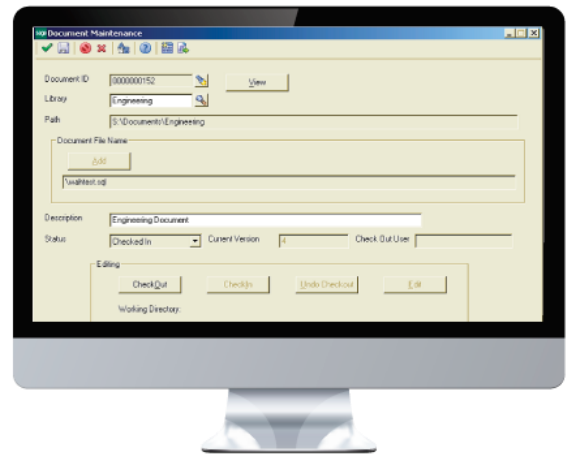




ANYTIME 500 DOCUMENT CONTROL

Control Document & File Changes with Check-In and Check-Out Capabilities.

Companies in almost every industry have documents and files that they need to organize, share, and control in a collaborative environment. For some companies, an expensive, Enterprise Content Management (ECM) application may be required but for some, a simpler solution may be all that they need.

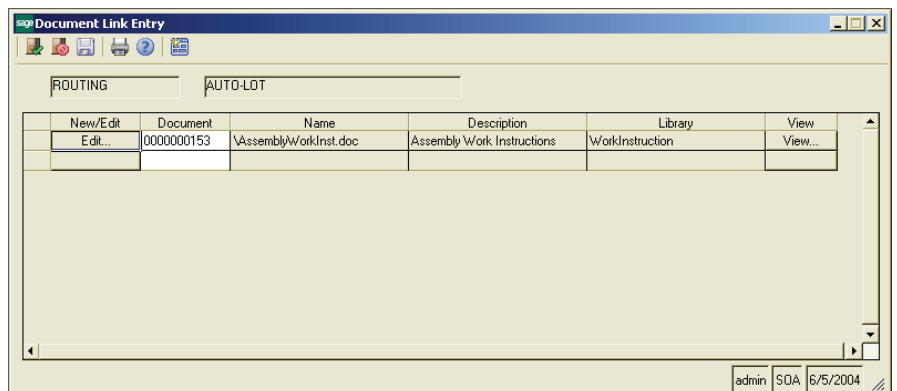


Document Control is developed in the Sage 500 ERP Application Framework and designed to integrate seamlessly with existing tasks including Item Maintenance, Routing Maintenance, Quality Management, and Engineering Change Orders.

In addition, the application can be integrated throughout Sage 500 ERP via the Customizer module to attach virtually any kind of file to a record in the Sage 500 ERP database.

Solutions such as Microsoft SharePoint can be used to control access to secured documents and files with the ability to check-in and check-out documents directly from the Document Control system.

Document Control is especially important for distributors and manufacturers who need a simple, yet integrated solution for managing quality documents and procedures as well as specialized document types such as engineering drawings, schematics, material safety data sheets (MSDS), and other documents or files related to the products they buy, make, and sell.





Product Features

Library Definition

Library Maintenance allows you to create multiple documents and file libraries as directories and subdirectories in a secured network location.

Documents & Files

You may define an unlimited number of documents and files within the system. Each source document or file will be associated with a library to group documents and files related to specific tasks or records such as specific items, routings, or engineering change orders.

Document Status

The checked-in or checked-out document or file status is displayed in Document Control to notify users if a document or file is available for editing or currently in use by another user.

ECO Integration

Document Control is integrated with Engineering Change Orders to provide control for source documents related to engineering revisions. Specific source document revisions may be linked to a unique ECO providing versioning capabilities for both the routing and bill of material definitions as well as the supporting documents other types of documents or files.

Item Documents

Attach documents and files to Item records in Sage 500 ERP. Unlike the Microsoft Office integration, Document Control allows you to attach any file format which opens in a default viewer installed on the workstation. Attach product spec sheets, brochures, wiring schematics, material safety data sheets (MSDS), instruction manuals, or other documents to the item record.

Routing Documents

Attach documents and files to Routing and Bill of Material records in Sage 500 ERP. Unlike the Microsoft Office integration or the built-in multimedia viewers, Document Control allows you to attach multiple files in any file format which open in a default viewer installed on the workstation. Attach quality control procedures, material safety data sheets (MSDS), wiring schematics, engineering drawings, and other documents to the routing record.

Industries

- Services
- Wholesale Distribution
- Manufacturing
- Other General Businesses

Integrated Modules

- Inventory Management (Sage)
- Light or Manufacturing (Sage)
- Advanced Manufacturing (Sage)
- Engineering Change Orders (e2b)
- Quality Management (e2b)

Suggested Modules

- Engineering Change Orders (e2b)
- Quality Management (e2b)

Benefits Overview

- Group documents into libraries
- Create or add documents to libraries
- Manage source documents with check-in and check-out capabilities with Microsoft SharePoint or similar source control products
- Integrated with ECO to manage changes to drawings or supporting documentation for Engineering Change Orders
- Attach unlimited documents in any format to Items and/or Routings
- Can be used to manage virtually any document or file including (but not limited to) quality documentation, item images or drawings, customer and vendor contracts, product literature, and more

ClientCare Plans

- Free Upgrades and Hot Fixes
- Unlimited Product Support
- Installation Assistance & Training



Quality Control

Document Control is an ideal solution for distributors, manufacturers, and other companies who need to control and track changes to quality control handbooks, procedures, or other files as required by ISO or similar accreditation bodies.

Centralized Storage

Document Control can be used as a centralized storage solution for shared documents such as external price sheets, product collateral, vendor or customer contracts, Excel-based budget plans, expense reports, service level agreements, project plans or Visio workflows for project accounting, or other types of documents or files. These files may be stored in a general location and organized by library category or may be attached to a specific record using standard Sage 500 ERP Customizer functionality.

Sage 500 ERP Desktop

Users with appropriate security permissions may access libraries and/or documents stored in a secured location directly from the Sage 500 ERP Desktop.

The screenshot displays three overlapping Sage 500 ERP Desktop windows:

- Set Up MF Options:** Shows 'Eco/Document Control' settings. Fields include: Next ECO No (165), Next Document No (163), Document Control Type (Visual Source Safe), Document Control Root Directory (S:), and Document Control Working Folder (W:).
- Maintain Routing:** Shows routing details for 'lot_item2'. Fields include: Routing (AUTO), Version (LOT), ECO Controlled (checkbox), Item (lot_item2), and lot controlled item 2. It also has tabs for Header, Detail, Parts Produced, and MRP Options.
- Maintain Item:** Shows item details for '1.44 Floppy'. Fields include: Item (1.44 Floppy), Short Description (1.44 MB Floppy Drive), Long Description (Top brand 3.5" floppy drives...), Item Information (Item Type: Finished Good, Status: Active, Item Class: Hardware, Track Method: Lot), Cost/Valuation (Valuation Method: FIFO, Standard Cost: 14.0000, Standard Price: 26.0000), and Warranty (Provider: None, Number of Days: 0).