

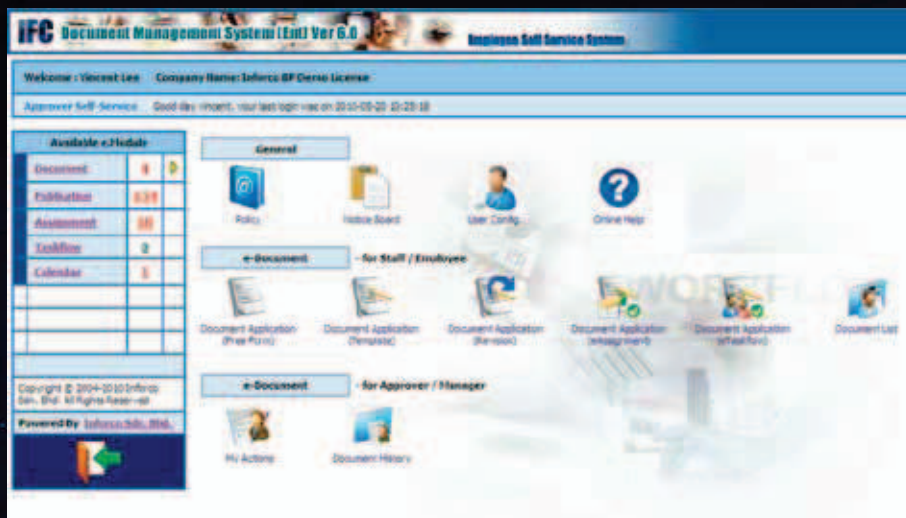
ifc Document Management System



- ✓ **Compliant to ISO/TS/HACCP/OHSAS/FDA document control standard!**
- ✓ **Limit the unauthorized content copying, printing and downloading!**
- ✓ **Powerful customizable Form Builder!**
- ✓ **Form Data export capability to other backend system!**
- ✓ **Key Performance Index (KPI) Report for document control efficiency!**



Introduction



IFC Document Management System (IFC DMS) is an integrated document control, approval workflow and knowledge management solution that provides a mean for any organization to totally control of its time and data. IFC DMS is specially designed to include the requirement for ISO / TS / HACCP / OHSAS / GMP / FDA Regulation 21 CFR Part 11 document control. The complex and powerful approval engine of IFC DMS makes any kind of approval routes possible. Most importantly, IFC DMS prevents unauthorized copying of company important / sensitive documents which normally faced by using shared file server. IFC DMS inherits all the industrial best practices; it is a stable, powerful and proven solution by various industries for more than 6 years. IFC DMS provides 3 editions (Enterprise, Standard and Office Workflow) for catering various industrial needs.

Architecture



Management of CIA (Confidentiality, Integrity and Availability) of Information By IFC DMS

Features

Features of IFC Document Management Solution

- Web based knowledge / content portal for document management, Internet and Intranet ready
- Electronic approval and distribution
- Unlimited level of approval routes, support serial / parallel approval types and backup approver
- Workflow alerting and notification using email system
- User customizable form through Form Builder, means this system can virtually route any office form for approval (e-Leave, e-OT, e-claim, e-PR...)
- Version control, could keep all versions of documents including obsolete document
- Standard clauses link, could create links to related quality standard clauses like latest ISO 9001:2008 standard
- Document access user group for security and Document next review date for continuous improvement
- Key Performance Index (KPI) Report for tracking the efficiency of Document Management
- Assignment or Taskflow modules for task tracking (like CAR, PAR, NCR, PCN or ECN)
- Auto disable printing for previous revision document during publication
- Attach multiple documents / drawings in a single form, very useful for taking care of the supporting documents
- Read / Un-read document indicator and document reading history
- Directly convert MS Office documents to PDF with or without watermark
- Suitable to use in ISO/TS/HACCP/OHSAS/FDA, any office workflow document control environment or as an e-filing storage system
- Customizable to integrate with other backend application
- Cost effective, modular and affordable for most of the industries

Optional Plug-in

- Electronics Form Data export capability to other backend system (plug-in)
- LDAP/Windows AD Integration (plug-in)
- Directly convert document to graphic format which could limit the unauthorized content copying, printing and downloading (plug-in)
- OCR capability, could directly convert your PDF, XLS, DOC to searchable content (plug-in)
- Batch upload scanned documents or schedule email uploading integration (plug-in)
- HTTPS-SSL Encryption (plug-in)



Problems of Manual Document Control

- Disclosure of confidential documents
- Staff leaving the company by taking out the company's important data and information
- Problems arising from frequent staff transfer and change in positions
- Low efficiency and difficulty on retrieving information and documents
- High cost and burden on maintaining records and storage
- Statistics show that a knowledge worker spends 3.5 hours weekly searching for information that is never found and 3 hours a week recreating that lost content

Benefits of using IFC Document Management Solution

- Enforce process rules and standard procedures to reduce document cycle time and processing costs
- Automate document filing and management to prevent duplicated job
- Apply / Approve / View document anytime and anywhere in real time, improve information sharing
- Internet enabled, very useful for multi-location environment
- Ensure the document integrity and smoother transition during staff turnover
- Easy implementation, administration and maintenance
- Disaster recovery and prevent lost documents or unauthorized copying of documents which normally faced by using shared file server
- Cost saving of more than RM30K / S\$18K per year
- Time saving in long run by increasing efficiency and reducing unnecessary resources and paper works (time, manpower, paper, electricity, toner, office space...)
- No print-out is required during ISO auditing since it will be done within the system
- Environmentally friendly and save more trees. Reducing worldwide paper usage by 10% would save over 100 million trees
- Industrial best practices. It is a stable, powerful and proven solution by various industries for more than 6 years
- Performance monitoring using Key Performance Index (KPI)

System Requirements

1. Server

- Xeon based processor and above
- 2GB RAM and above
- Windows 2000 / 2003 /2008 Server
(For Standard / Enterprise Edition) or
- Windows XP / 7 (For Standard Edition)
- 50 GB free hard disk space and above
- Backup device for database backup
(external backup is recommended)
- MS SQL Server 2000/2005/2008/Express (default)
- Port 8080 for Http server, Port 25 for SMTP server

2. Client

- Pentium III 500 and above
- 512MB RAM and above
- IE 6.0 and above
- Screen resolution of 1024x768 and above

Major Differences Between Editions

Enterprise Edition	Standard Edition
Modular System (eApproval, ePublication, eAssignment, eTaskflow and eCalendar)	Integrated System (built-in eApproval and ePublication modules)
Admin predefined complex / advanced Approval Route (unlimited levels, supports both serial and parallel approval types)	User defined simple Approval Route (up to 5 levels, serial approval type only)
5 levels of storing documents (Folder, Category, Department, Branch, Title)	4 levels of storing documents (Folder, Category, Department, Title)
Auto switch / change approver through backup approver setting	Manual change approver
Auto mail reminder for un-approved documents	Manual reminder
Set Next Review Date based on Category	Manually set
Tree View and Search View	Search View only
Customizable Form Builder to create document / form template	Not supported
Standard clauses / document link	Not supported
Read / Un-read document indicator	Not supported
Support many optional plug-ins like (content search, prevent unauthorized downloading, batch uploading, LDAP integration...)	Only support 1 optional plug-in (prevent unauthorized downloading)

For enquiries, please contact:



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