



Document Control System (DCS)

Introduction

The DCS has been designed to assist businesses track the distribution of all documents both inside and outside the organisation. The application has been designed to automate the issue and tracking of any document that needs to be “controlled” with regards to their issue and re-issue. Traditionally this has been CAD based drawings and associated technical documents but is increasingly important for other forms of project documentation such as feasibility studies, planning, H&S documentation etc. The option to send documents and issue sheets by email cuts the traditional cost and time involved with document distribution.

Main features

- Specified document pools are flagged as allowing their contents to be made available for possible distribution.
- The ‘issue’ routine is project specific, listing all the potential documents available for distribution for that particular project.
- Reason for Issue (for construction, design, review or comment) can be defaulted for the whole document set, but can also be adjusted for individual documents.
- After selecting the documents required the user selects which contacts, from the contacts currently associated with the project in question, they wish to distribute to.
- The default transmission method for each individual is maintained (e.g. hard copy, CD, email) plus the number of copies they normally require. This information can be adjusted at this stage on an ad-hoc basis.
- Pre-defined distribution lists can be created which save information relating to individuals and distribution methods. These can be recalled at any point and adjusted, if necessary.
- If the issuer does not have sufficient authority to approve an issue they can still issue the document set but Workspace audits the fact that an unapproved issue was sent.
- Document issue sheets are company defined and generated by the system. They can either be a traditional grid style matrix or report based.

- Email distribution is automated and the associated documents are sent directly from the Document Management System with an electronic issue sheet attached. If required the documents can be automatically zipped to reduce the size of the resulting transmission.
- A response request also goes with an email based issue. If the recipient replies to the email received the response is automatically routed back into Workspace and held against the specific person and document issue as a confirmation of the issue receipt.
- Documents can be grouped together in Workpackages or Registers allowing easy selection in the issuing routine.

Who uses it?

Many Workspace users create and distribute lots of documents. This tool has proved very useful to tighten the process of creating transmissions and managing re-issue of revised or updated document versions. The system keeps track of all the information relating to issues so that, at any point in the future, it is possible to find out when, how and why documents and drawings have been sent. The automated response system has added even further control and auditability to the process.