

Document Management



The **Categorization** of the documents...

Management

The document management is a module for the management of different documents or instructions. These documents are, e.g., Word® - Excel® - Acrobat Reader® - or PowerPoint® files. With which software the documents were generated, is independent of TransGraph. You have the possibility to administrate the single files by import the files into TransGraph or produce only one shortcut to the file.



Linkage

Another ambition is the linkage of the imported files to available records of the lab, process data and production management. Thus allows the user, for example to open an instruction about a type of cultivation or about a sampling directly.



The **categorization** of the documents...
How does TransGraph improve document management?

- **Central management** of all documents within the database
- **Every format** of the original documents can be used, e.g. Word,- Excel,-, Acrobat Reader,- oder PowerPoint,- files.
- **Categorization** of the documents more than 4 ranges (business sector, special sector, usage, cost centre)
- **Shortcut** of the documents with existing record of the database, e.g.
 - Analysis instruction
 - Generating a document key
 - Management of individual revisions
 - Optional generation of a PDF-document
- **Shortcut** to other external documents

Independently of the creation software, you can manage your revision-proof documents and make them available e.g. to production according to the article.

Categorization

By the management of categories (business sector, special sector, usage, cost centre) the documents can be categorised/ indexed by keywords. Created documents thereby receive a definite document key. About the check function the revisions of the documents can be also controlled.

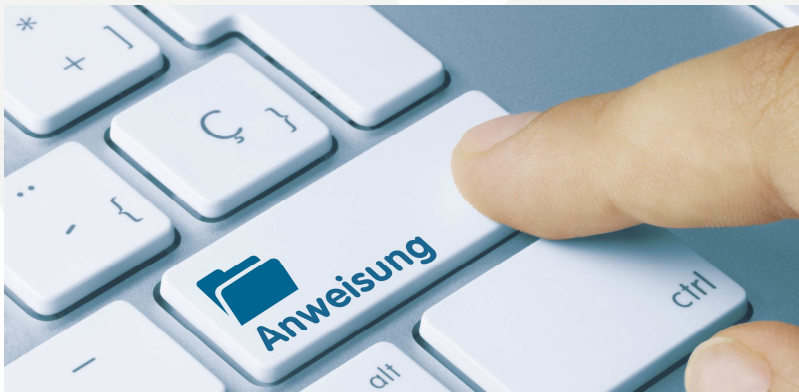


Step by Step

3 steps to a successful launch

The Basics:

- > Lay out the **master data**. These include:
 - **Format:** to represent an individual document key
 - **Categories:** to index the documents, business sector, special sector, usage, cost centre are required



Afterwards:

- Create the document with software of your choice, import it into TransGraph, and categorize it using the previously created categories. Afterwards the PDF is automatically generated by the generated document key.



Finally:

- Link e.g. the PDF to a production area in an article-related manner and make this PDF digitally available to the users.



You want to work without paper?

No problem at all!

With the integrated document management you provide users with the required documents as PDF revision-proof.

Are you faced with the task of certifying your company?

With our software TransGraph there gets nothing in the way of it!

With the integrated batch tracing and with document management you receive on the part of the auditors.





Integrate an external Word document into production

Input-layout of a document

In this picture an external Word document is categorized in TransGraph (production / filtration / instruction / 1000), therefore creating revision "1" and automatically the document key "1-001-001-001-2". Furthermore, the document was linked to a filtration report. In addition, other external documents can be read in.

The screenshot shows the 'Ändern Dokumente' (Change Documents) window. The 'Stammdaten' (Master Data) tab is active, displaying the following information:

- Dokument-Schlüssel:** 1-001-001-001-2
- Unternehmensbereich:** Produktion
- Fachbereich (Kat2):** Filtration
- Verwendung (Kat3):** Anweisung
- Kostenstelle (Kat4):** 1000
- Dokument-Nr.:** 2
- Revisions-Nr.:** 1
- Name:** Rezeptur Voranschwemmung Pilsener
- Pfad Windows:** E:\Entwicklung\TransGraph\Dokumentation\Handbuch\Handbuch TransGraph Data V13\DOK-Verwaltung\K1_0001\K2_0001\K3_0001\K4_0001
- Funktion:** Dokument öffnen
- Originaldokument:** 43.631 Bytes, erstellt am: 10.08.2016 10:16, geändert am: 10.08.2016 09:06

The 'Zuordnung' (Assignment) section shows a table with the following data:

Modul	Datensatz
Messstellen Produktion	Filtrationsbericht (01.01.02)

The status bar at the bottom indicates the date and time (10.08.2016 09:22) and the user (Vette, EDV-Berater).