



Improsys QMS - Document Management Software



Document Management - Introduction

Improsys Fast Quality Software has a feature of Document management solution allows businesses to control the production, storage, management, access control, controlled distribution and document access history of electronic documents, yielding greater effectiveness and the ability to reuse information and to control the flow of the documents.

Document management software in Improsys Fast Quality Software integrates all essential document management, collaboration and an advanced search functionality into one easy to use solution. The system also includes administration tools to define the roles of various users, access control, user quota, level of document security, detailed logs of activity and maintain versions of documents.



Supports upload of all types document extensions.



Maintain document revision history.



**Integration with Sharepoint.
Integration with Improsys QMS applications such as APQP, Complaint, Audit, Change etc.**



Email / SMS/ WhatsApp alerts.



User hierarchy / User wise access controls.



Add keywords, description to documents for easier search.



Easy retrieval of documents through extensive search filters



Document log history of access / modifications / status updates.

1. Centralized File Repository System:

Improsys' web-based document management systems creates a centralized file repository where documents can be safely stored, managed, edited, and accessed by team members. It maintains a consolidated database of all vital files at one central unified place so that all documents are managed in a structured and organized manner.

2. Time and Cost Efficiency:

Managing documents is a time-consuming activity that requires a large employee base. Automating of tasks related to document management leads to a dramatic increase in output, saves time, money, and effort in the long run.

3. Accessibility:

Improsys document management software tools enhance mobility by making sure that team members can access documents from any location and remain productive on the move. Improsys document management systems is compatible with a range of devices such as tablets, personal computers, and mobiles – all that is required is a working internet connection.

4. Security of Documents:

Improsys DMS systems are beneficial platforms as they promote the utmost safety of sensitive documents – only authorized users are allowed to open, view, and access files. This prevents essential company information from reaching the wrong hands and keeps documents safe from data thefts and fraudulent activities.

5. Calamity Repossession:

The risk of any calamity always haunts the owners and the employees of an organization. Once the calamity comes, it risks document loss. But with the help of document management software, the above risk can be totally eliminated by uploading and safekeeping all documents on a server.

6. Document Sharing System:

One of the many advantageous features of Improsys document management system is that it promotes seamless, quick, and effective document sharing between team members allowing them to collaborate in real-time. This makes sure that there is a smooth flow of information and allows for better work performance at the workplace.

Document Upload – Features

- Upload documents with a detailed information
- Document Category: Upload documents under various user defined categories
- Reference Group: Facility to upload documents under various third party application references
 - E.g. : Change Request, Audit, D-FMEA, P-FMEA, etc.
- Supports upload of all types of file extensions
- Add Keywords to document for easier search
- Add multiple users with different access controls (View, Download, Update Status) to the same document

Document Upload

Upload New Document

Document Category :

4. Vendor Audit

Reference Group :

Document

Search Reference :



Created For :

Select

☐ View

☐ Download

☐ Log

Add

Added Created for :

Document Receipt Date :



Document Due Date :



Document Name :

Document Purpose :

Upload Document :

Browse...

No file selected.

Add Keyword :

Save

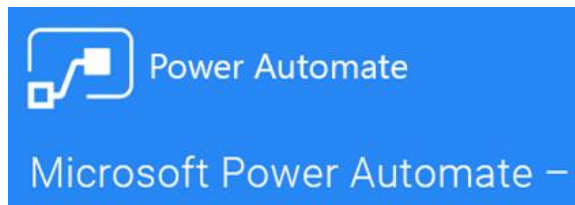
Third-Party Integrations:

The best part about Improsys Document Management software tool is that they come with robust integrations with third-party applications and they are completely compatible with various other organizational systems and applications.

- ❖ Facility to integrate with Sharepoint / Legacy ERP / SAP / Oracle
- ❖ Facility to integrate with other Improsys QMS applications such as Audit Management, Change Management, MSA/GRR, APQP, etc.



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Document Search

- User wise view access restrictions
- Document dashboard to search document through various filters such as, document group, type, created for, extensions of document, by keywords

Documents Search

Upload Date

Reference

Extension

Keyword

Due Date

Status

Select Created By

Document Name

Select Created For

File Name

Available Documents

File Name	Document Name	Upload Date	Revision No	Reference	Created By	Created For	Receipt Date	Status	Due Date				
Complaints.png	PO Copy	10-Dec-2020 14:19:01	0	ATU Aviation_C3262_Mumbai			10-Dec-2020	Release	12 Dec 2020			Log	Update Status
DS_N22 FFR2_V4.pdf	DS_N22 FFR2_V4	13-Nov-2020 13:32:07	0	1234	Nipun Ghosalia		13-Nov-2020	Approved - Quality	30 Nov 2020			Log	Update Status
Bill.pdf	Vendor Registration Form	05-Nov-2020 16:13:35	0	Project-117			05-Nov-2020	Draft	30 Apr 2021			Log	Update Status
Explara _ Tickets.pdf	ASSEMBLY_DRAWING_V0	05-Nov-2020 16:12:40	0	Project-117			05-Nov-2020	Draft	16 Jan 2021			Log	Update Status
Explara _ Tickets.pdf	ASSEMBLY_DRAWING_V0	05-Nov-2020 10:18:45	0	PROJ001	Nipun Ghosalia		05-Nov-2020	Draft	23 Jan 2021			Log	Update Status
Bill.pdf	Drawing for QMS	05-Nov-2020 10:18:10	0	PROJ001	Nipun Ghosalia		05-Nov-2020	Draft	19 Dec 2020			Log	Update Status

Document Search

- Update log history / update status of document
- View revision numbers with revision date
- View Edition history

Documents Search

Upload Date		Reference	Search By Reference	Select Created By	Document Name
Extension	Extension [pdf]	Keyword	Search By Keywords	Select Created For	File Name
Due Date		Status	Select Status	Apply	

Available Documents

File Name	Document Name	Upload Date	Revision No	Reference	Created By	Created For	Receipt Date	Status	Due Date				
Complaints.png	PO Copy	10-Dec-2020 14:19:01	0	ATU Aviation_C3262_Mumbai			10-Dec-2020	Release	12 Dec 2020			Log	Update Status
DS_N22 FFR2_V4.pdf	DS_N22 FFR2_V4	13-Nov-2020 13:32:07	0	1234	Nipun Ghosalia		13-Nov-2020	Approved - Quality	30 Nov 2020			Log	Update Status
Bill.pdf	Vendor Registration Form	05-Nov-2020 16:13:35	0	Project-117			05-Nov-2020	Draft	30 Apr 2021			Log	Update Status
Explara _ Tickets.pdf	ASSEMBLY_DRAWING_V0	05-Nov-2020 16:12:40	0	Project-117			05-Nov-2020	Draft	16 Jan 2021			Log	Update Status
Explara _ Tickets.pdf	ASSEMBLY_DRAWING_V0	05-Nov-2020 10:18:45	0	PROJ001	Nipun Ghosalia		05-Nov-2020	Draft	23 Jan 2021			Log	Update Status
Bill.pdf	Drawing for QMS	05-Nov-2020 10:18:10	0	PROJ001	Nipun Ghosalia		05-Nov-2020	Draft	19 Dec 2020			Log	Update Status

Document Log History

- View log of user who have accessed, downloaded, viewed the document.

View & Download Log		
Document Name : DS_N22 FFR2_V4		
File Name : DS_N22 FFR2_V4.pdf		
Action	View / Download Date	View / Download By
View	11/13/2020 1:32:35 PM	Nipun Ghosalia
View	11/13/2020 1:32:52 PM	Nipun Ghosalia
View	11/13/2020 1:33:01 PM	Nipun Ghosalia
Download	11/13/2020 1:33:05 PM	Nipun Ghosalia
Download	11/13/2020 1:33:19 PM	Nipun Ghosalia
View	12/11/2020 4:51:42 PM	Nipun Ghosalia
View	12/11/2020 4:51:56 PM	Nipun Ghosalia
View	12/11/2020 4:53:11 PM	Nipun Ghosalia
Download	12/11/2020 4:53:13 PM	Nipun Ghosalia
View	12/11/2020 4:53:23 PM	Nipun Ghosalia
View	12/11/2020 4:53:25 PM	Nipun Ghosalia
Download	6/15/2021 7:32:29 PM	Improsys User

Scope of Document Management Software :

- Document Dashboard (Summary of count, document types, etc.)
- Document group master
- Document type master
- Document Status Master
- Document Category (Internal / External)
- Facility to upload documents
- Facility to add users to documents
- Facility to add view, download, modify rights to the document for every user
- Facility to add due date to document
- Revision Number of documents with date history
- Edition history of documents
- Facility to update status of document
- Facility to add keywords to document for search
- Document dashboard to search document through various filters such as, document group, type, created for, extensions of document, by keywords
- View log of user who have accessed, downloaded, viewed the document.

Failure Mode Effect Analysis (FMEA) Software

Advanced Product Quality Planning (APQP) Software

Production Part Approval Process (PPAP) Software

Complaint Management Software

Audit Management Software

Statistical Process Control (SPC) Software

Document Management Software





www.fasterpsoftware.com



www.fastwmssoftware.com



www.fastprojectsoftware.com



www.fasttqmsoftware.com



www.fastcrmsoftware.com



www.fastinventorysoftware.com



www.fastplanningsoftware.com



www.fastbillingsoftware.com



❖ Software

❖ Training

❖ Consulting



KSB Pumps, Pune



Kakade Laser, Narhe, Pune



Klaus Union Engg India Pvt Ltd, Pune



**Mohebi Martin Brower
Logistics, Kuwait**



Al Bustan Al Khaleej, Kuwait



Rock Drilling, Sharjah



**TRP Sealing Systems Pvt.
Ltd, Pune**



**Shiv Om Brass Industries,
Jamnagar**



**Leybold India Pvt. Ltd.,
Banglore**



Cona Electricals, Mumbai



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