

# Document Management



## Managing and releasing documents efficiently

Optimise your processes by making document-based knowledge centrally available on a company-wide basis. The efficient management of knowledge is an increasingly important concern for companies. To ensure that operations run smoothly, you must have an efficient system for managing and releasing documents. OMNITRACKER Document Management allows you to plan, create, review, approve and release documents in a process-controlled manner.

### Key Benefits

#### Efficient document management

- File documents centrally and find them fast
- Plan, create, review, approve and release documents
- Organise documents clearly in directories
- Integrate with other OMNITRACKER applications

#### Simple management and release

- Version management of documents
- Mirroring of documents on external file systems
- Powerful search and filter options
- Colour coding of document status
- Release of documents on the intranet through optional integration with Microsoft® SharePoint®

#### Process optimisation

- Role-based permissions (reader, author, reviewer)
- Easily adaptable workflows
- Automated email notification (e. g. review request)
- Subscription functions for notifications about new and revised documents

### Challenges

Your company's knowledge changes quickly and is collected in a multitude of documents. You must ensure that all employees can access correct and up-to-date information at any time.

### Central document management

Document management that is centrally maintained is the foundation for the successful release of information. It enables you to find the correct information fast and always access the most up-to-date version of a document.

### How can OMNITRACKER help you?

With OMNITRACKER Document Management you can manage your documents centrally, on a company-wide basis, regardless of location.

The application is an intuitive and effective tool for successfully creating, managing and releasing documents.

You can use OMNITRACKER for all your business processes and thus reduce your costs considerably. This means your business processes are continuously supported and you benefit from redundancy-free data.

 Hard to believe? Let us prove it!



## Central document management

Keep track of all documents in your company and ensure that only up-to-date information is used. OMNITRACKER Document Management supports you in the central administration and release of your documents. You retain company-wide control and can efficiently manage the creation and release process. This gives all employees the simple option of quickly finding or releasing relevant and approved information themselves.

## Sophisticated permissions concept

The role-based permissions concept protects against unauthorised access and controls the creation and approval process. You can define permissions for the roles of *author*, *reviewer* and *reader* at document and directory level. This facilitates the exchange of knowledge and provides all users with the information that they really need.

## Efficient workflows

OMNITRACKER Document Management has been proven in practice over many years and provides very efficient workflows for the whole document lifecycle. Automatic email notifications support cooperation between authors and reviewers.

## Straightforward release

Using OMNITRACKER Document Management you can release documents in various ways.

- Access documents directly via the OMNITRACKER client.
- Mirror approved documents on a file system.
- Release approved documents automatically on your website or on the intranet through optional integration with Microsoft® SharePoint®.

If you also want to make documents publicly available you can choose another format for the public version, for example PDF.

Through document subscriptions, users can be automatically informed per email about new and revised documents. In this way you can ensure that nobody is working with outdated documents and that the company-wide exchange of knowledge runs smoothly.

## Full versioning

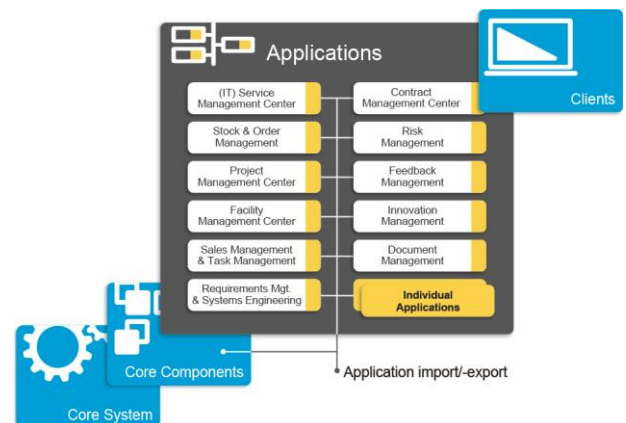
Outdated documents are automatically archived, so that you always have fast access to previous versions of a document. You immediately see which version is up-to-date and how the document has changed. This ensures transparency and the use of up-to-date resources.

Where a document should no longer be used, you can archive it within OMNITRACKER Document Management. All versions of the document remain accessible to administrators, but are no longer available to users. They are deleted from mirrored file systems so that only up-to-date files are available.

## Continuous integration







OMNITRACKER grows with your requirements. You can very easily integrate more OMNITRACKER applications on the OMNITRACKER platform, in order to fully support additional business processes.

All OMNITRACKER applications are linked in such a way that you can access information in other processes at any time. You can also access documents in OMNITRACKER Document Management from other processes, for example, from Knowledge Management in the OMNITRACKER IT Service Management Center.



## What is OMNITRACKER?

OMNITRACKER is a universal platform for business processes on which all OMNITRACKER applications are based. OMNITRACKER is a powerful tool for adapting processes to your needs:

-  **Save time** *OMNITRACKER offers solutions which you can implement quickly and adapt easily.*
-  **Cut costs** *After only a few days of training, you will be able to independently implement and configure OMNITRACKER applications.*
-  **Flexibility** *All OMNITRACKER applications are out-of-the-box solutions that are easily adapted to your needs – with no programming required.*
-  **Maintainability** *You can easily maintain your OMNITRACKER applications yourself.*
-  **Release compatibility** *Guaranteed release compatibility with future versions of the OMNITRACKER platform.*
-  **Customer-centered development** *Further development is geared towards the needs of the customers.*



 **OMNITRACKER supports all your business processes – regardless of company size.**



## OMNINET

SOFTWARE SOLUTIONS



As an owner-managed company, we answer solely to our customers. Our top objective is to offer our customers high-quality products and first-class service. To achieve this, we consistently fulfil the wishes and requirements of our customers regarding product content, quality and schedule. Our commitment to a customer does not end with the signing of the contract; but rather, that is when it begins.

Would you like to know more about OMNINET and OMNITRACKER solutions? Then please get in touch with us!



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