VSB.Docs

Management of Manuals and controlled Documentations with VSB.Docs

VSB.Docs is a solution based on WEBCON BPS to manage any kind of manual or controlled documentations. A controlled documentation is a specific manual where the whole document life cycle of creation, processing, audit, approval and publication is subject to a controlled and structured process with a detailed audit history, i.e. QM manuals, environmental manuals or product documentations.

The technological foundation is the BPM and workflow management platform WEBCON BPS, which provides all necessary functions and workflow components by default to implement the solution in a very economical way.

Typical Areas of Application

Management systems

- Quality Management, Environment Management, Work Safety, etc.

Organizational Specifications

- Organization charts, flow diagrams and process descriptions
- Instructions (work, methods, validations, constructions, etc.)
- Forms and templates

Marketing and Sales Documentation

- Presentations, price lists, brochures, flyer, etc.
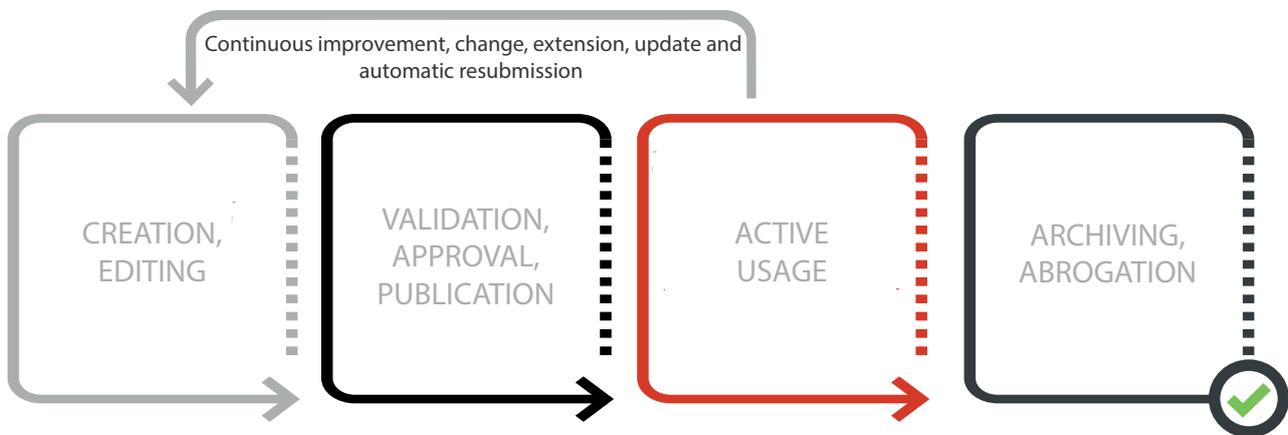- Battle cards, guidelines, checklists

Product and Project Documentation

- Requirement specifications and technical specifications
- Product descriptions, user manuals
- Minutes, reports

Main features and strengths

Coverage of the complete document life cycle

Creation, editing and processing, validation, approval, publication, abrogation, archiving

Continuous improvement, change, extension, update and automatic resubmission

CREATION, EDITING	VALIDATION, APPROVAL, PUBLICATION	ACTIVE USAGE	ARCHIVING, ABROGATION

VSB.Docs: At a glance

- Coverage of the complete document life cycle

- Multilingual user interface

- Multilingual monitored content

- Support for document versions and language versions

- Complete history of the approval and publication process

- Extensive and flexible configuration options

- Multilingual document types control content and behaviour of documents

- Uniform layout with multilingual content templates (MS Word)

- Content editing with MS Word or rich text in the web browser

- Automatic conversion to PDF

- Automatic archiving of prior version at time of publication of a new version

- Support for monitored paper locations

- Support for external e-mail recipients at publication (delivery as PDF attachment)

- Support for scheduled and preview publications

- View content by multiple aspects, i.e. processes, scope, chapters, categories, subject areas

- Monitored confirmations of attention

- Monitored co-applicable documents (cross references)

- Automatic or manual document identification number

- Permanent URL for each document enables safe reference from external systems and always points to the current version

- Configurable access rights down to document level

- Comments from users to valid documents automatically notifies the author of the document

- Access through web browser or mobile devices

Extensive Configuration Options

Because of extensive and flexible configuration options, VSB.Docs can be adjusted very easily to the customer's needs through the customer itself, i.e. for document types, responsibilities, paper locations, distribution lists, search attributes, content templates, content languages, processes, scopes, categories, chapters, subject areas, etc.

Multiple Views of the Documentation

The documentation can be viewed by multiple aspects regarding to the needs of the users. They can view the content by processes, scopes, chapters, categories, subject areas and as a clickable graphical navigation, which is created with Microsoft Visio and imported into VSB.Docs.

Monitored Paper Locations

Not every workplace in a company has access to a digital manual, but sometimes needs paper. If a document has been assigned to one or more paper locations, the responsible person is notified about new document versions for the respective paper location and asked to replace the paper version. The task must be marked as finished, which is the active feedback for the document owner. VSB.Docs provides the document owner with an overview of finished and pending paper replacements.

Scheduled and Preview Publications

Documents can be published in advance which means, that these documents become visible in the readers area with a configurable number of days before the official validation date. This gives responsible persons the chance to coordinate necessary measures to ensure the new specification can be taken into production in time. It is also possible to publish documents with a scheduled date. These documents will be automatically published when the publication date is reached.

Comments from Users with Author Notification

An important component for supporting a continuous improvement process is the possibility for readers to enter comments to valid documents. Each comment triggers a notification for the author of the document and gives him or her the opportunity to take the comment into account for the next version of the document. All comments are directly shown within the record of the regarding content document.

Monitored co-applicable documents (Cross References)

For any content document, there can be defined any number of co-applicable documents, also called cross references, which can be used by the readers. If a referenced document is changed, the author of the referencing document will be notified to check, whether the reference is still valid and senseful.

Monitored Language Version for any Content Document

Any version of a content document can have multiple language versions. The available languages for content documents are defined in the configuration section. If the main content document is changed, all authors of dependent language versions are notified. They can check, if they have to update their language version of the document.

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Quality Management

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