

i-seven

Innovative solutions

i-DocStore

Controlled document creation, revision and publication

Introduction

Access to relevant information is dependent upon access to appropriate documents. As companies and organizations grow, new documents are generated, existing documents are revised and old documents are archived. Most important is that current and relevant documents, and the information therein must be accessible. This requires a set of procedures and an application to manage the documents.

What is i-DocStore?

i-DocStore is the document procurement and management application from i-Seven. It is a Lotus Notes database that includes all the procedures required when processing, storing and managing documents such as:

- ▶ Word processing documents.
- ▶ Presentations.
- ▶ Spreadsheets.
- ▶ Public data Files (PDFs).
- ▶ Emails.
- ▶ And any other third-party files such as images, scripts and more.

i-DocStore ensures complete control over documents and document procurement processes.

More than just creating and releasing documents

i-DocStore is fully integrated with office applications such as word processors, spreadsheet applications and presentation managers. Templates can be created for each of these

applications and used when creating documents.

For example, a sales budget requires a cover letter and price list. These can be created using Microsoft Word™ and Microsoft Excel™ templates, and all this by working transparently from within i-DocStore. Once created, the documents are accessed from within i-DocStore and remain therein for possible future revision.

More than just creating and releasing documents

New documents and new versions of existing documents can be subject to review and/or approval workflows. A list of users can be specified as document reviewers and approvers, and each, in turn, is automatically informed when they must review or approve a document. The document owner is kept aware of the processing status, and the entire workflow history is recorded in the document's log.

Logical structuring of documents

All documents in i-DocStore are categorized in a set of user-definable categories. Other documents and emails can be quickly imported into this structure. This is especially easy with legacy documents, as they can be automatically categorized via their folder names.

Flexible categorization means that documents can be structured in ways that meet an organization's working procedures and standards.

Benefits in brief

- ▶ **New documents can be quickly created using templates.**
- ▶ **Document can be structured into categories that match existing working procedures and standards.**
- ▶ **Legacy documents and emails can be quickly imported with minimal effort into existing document categories.**
- ▶ **User access can be specified at individual document level.**
- ▶ **New and revised documents can be subject to review and/or approval workflows.**
- ▶ **Document owners are kept aware of document processing status.**

This results in quick and easy information access. A set of views offers quick access to the documents, and this based upon their status, ownership and category values.

A complete package

i-DocStore is delivered with a comprehensive *Guide to using i-DocStore*, which explains the workflows and functions that are available in the **i-DocStore** database.