

# Document Management & Control

with  wrapper™



## Secure Cloud Document Management System

- The easiest and the most understandable way for users to manage and control their project, QMS, and compliance documentation.
- qmsWrapper Document Management System is designed to support compliance, it includes version control, detailed file histories, file tracking, source tagging, comments, authority control.
- qmsWrapper Document Management and Control System is mirrored in the QMS module. It is integrated and interconnected with all other modules in qmsWrapper, and with workflow and processes that drive the team.



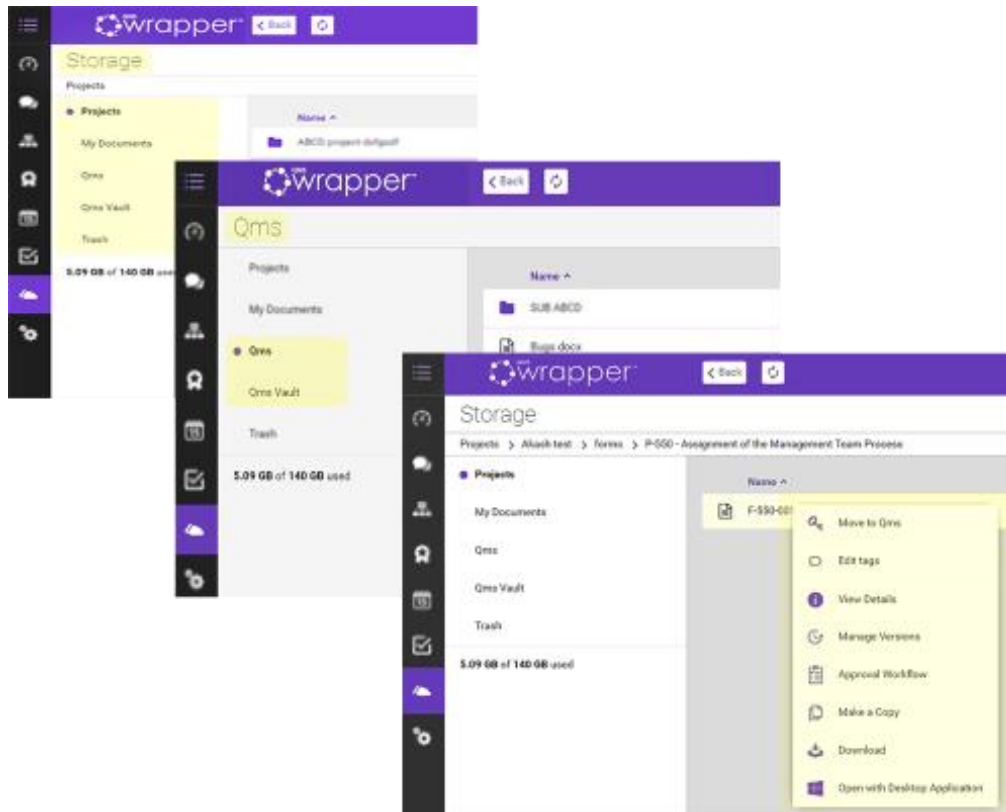
## User-friendly and team focused Document Management System that works for you, not you for it!

**Cloud Access** - from any device, any time

- easy and accessible
- on demand scalability
- secure and fast access

**Design History Files (DHF)**

- allows users to securely store their own private documents.



## Document Compliance System

qmsWrapper Document Management System is designed to support compliance it includes:

- version control
- detailed file histories
- file tracking
- source tagging
- comments
- authority control

## Electronic trail and Document Control

Track, store and control documents to prove compliance

- Versioning
- Tagging
- Stamps
- Audit trail
- Change control
- Security file locking
- Permissions

# Paperless Office - Keeping your documentation neat and tidy

Project members store files directly into the project they are working on.

There are 5 Root Document Storage Options:

## 1. Project folder:

Store files directly into the project folders.

## 2. Documents Folder:

Securely store your own private documents.

## 3. QMS Folder:

Contains all the QMS compliance documents for that project.

The QMS Folder is mirrored both in the QMS module and the DMC.

QMS documentation is generated through a QMS process or a QMS Event.

## 4. Trash Control

Compliance requires that users not be allowed to simply delete files at will. A trash control feature allows project managers and admins to set deletion policies on stored files, for both private and project documents, separately.

## 5. Library folder

The classic central library. Perfect for keeping ISO standards, specifications or any type of formal document that needs to be accessible by everyone in the company. They are highly controlled, either by project or company-wide.

## Advanced Document Search

### *Easily find a needle in the haystack!*

Any document can be listed and filtered by any parameters, including the search for documents related to specific processes, projects, sub-projects, tags, type of documents, etc., search results can be printed if required.

## How to securely store and protect your Business Data and Compliance Documentation with qmsWrapper

A complete document compliance system.

DMC includes all the high-end features you'd expect of a comprehensive DMC system required to support compliance, including version control, detailed file histories, File tracking, source, tagging, comments and authority control.

### **QMS Vault**

- Lock and store QMS approved files in the secure vault ensuring the integrity of your QMS compliance is never compromised.

### **Document Approval Workflow**

- Allows only specific users to review and approve documents.
- Approvals are automatically documented with full approval history.



### **QMS PIN signatures**

- Use secure, unique PIN to safely approve documentation, without the risk of the inside or outside breaches.

### **Centralized Cloud Storage**

- All your documents are saved in one place - secured centralized storage.

### **Role-based security**

- Only authorized users are allowed to access particular tasks, projects, files and documentation.