

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

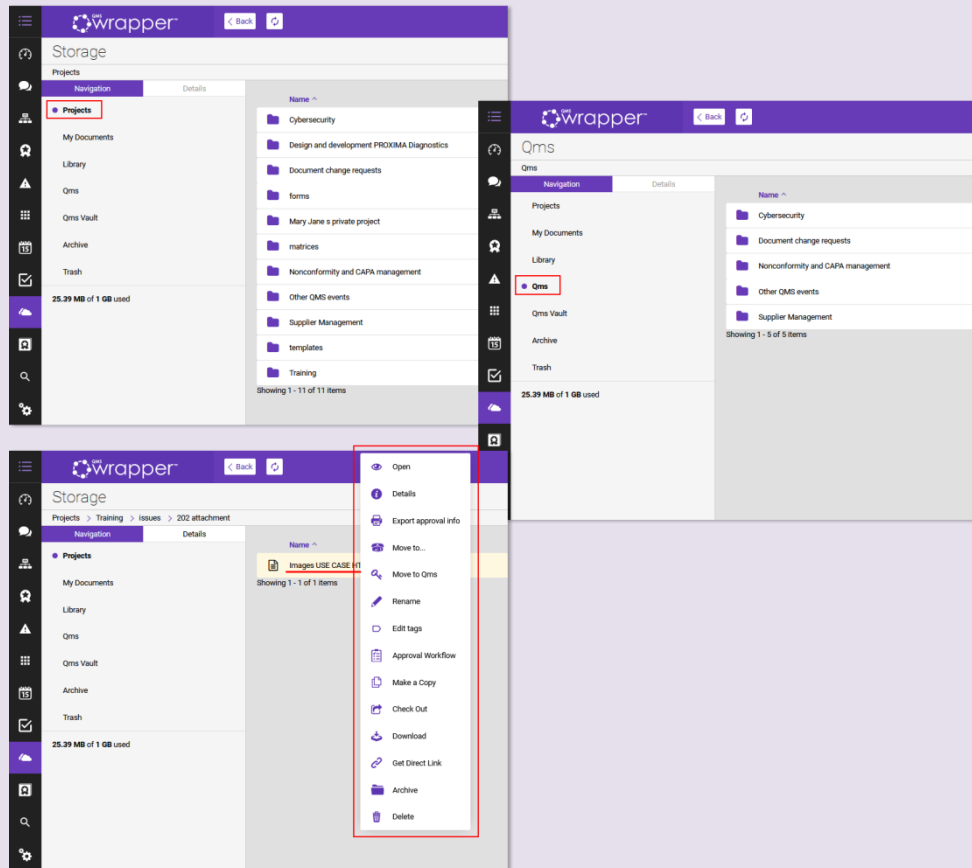
Design History Files (DHF)

- allows users to securely store their own private documents.



In qmsWrapper, Document Management is called "Storage".

You can [watch a video presentation](https://youtu.be/j9Tfk6uxmAE) on this feature on our [YouTube channel](https://youtu.be/j9Tfk6uxmAE):
<https://youtu.be/j9Tfk6uxmAE>



Check our Use cases:

[How to organize files within the Storage?](#)

[How are revision and approval history tracked in qmsWrapper?](#)

Name	Status	Owner	Modified	Revision	Size
Images USE CASE HTML.docx	✓	Mary Jane	14/04/2021 04:45	2	13.12 KB

Revisions Details

Revision	Owner	Modified
Revision 2 by Mary Jane	Mary Jane	14/04/2021 04:45
Revision 1 by Mary Jane	Mary Jane	13/04/2021 05:20

Approval History Details

Approval	Owner	Modified
Mary Jane has APPROVED the item	Mary Jane	Version 1 Revision 2 14/04/2021 04:46

Comment: Document is all right.

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 7 Root Document Storage Options:

1. Project:

Store files directly into the project folders.

2. My documents:

Securely store your own private documents.

- **Projects**
- My Documents
- Library
- Qms
- Qms Vault
- Archive
- Trash

3. Library:

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.

4. Qms:



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.

5. QMS Vault:

A QMS Vault is a separate and distinct directory, where QMS Approved documents will be securely stored with read-only access. Access is tightly controlled. This protects the “originals” in electronic form.

6. Archive:

Archived documents are stored in this folder. You should archive all documents that need to be kept but no longer in use. Now, with efficient document management in mind, it made it even easier for you.

7. 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.

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.



Check our Use cases:

[How to Establish Approval Workflows in qmsWrapper?](#)

QMS PIN signatures

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

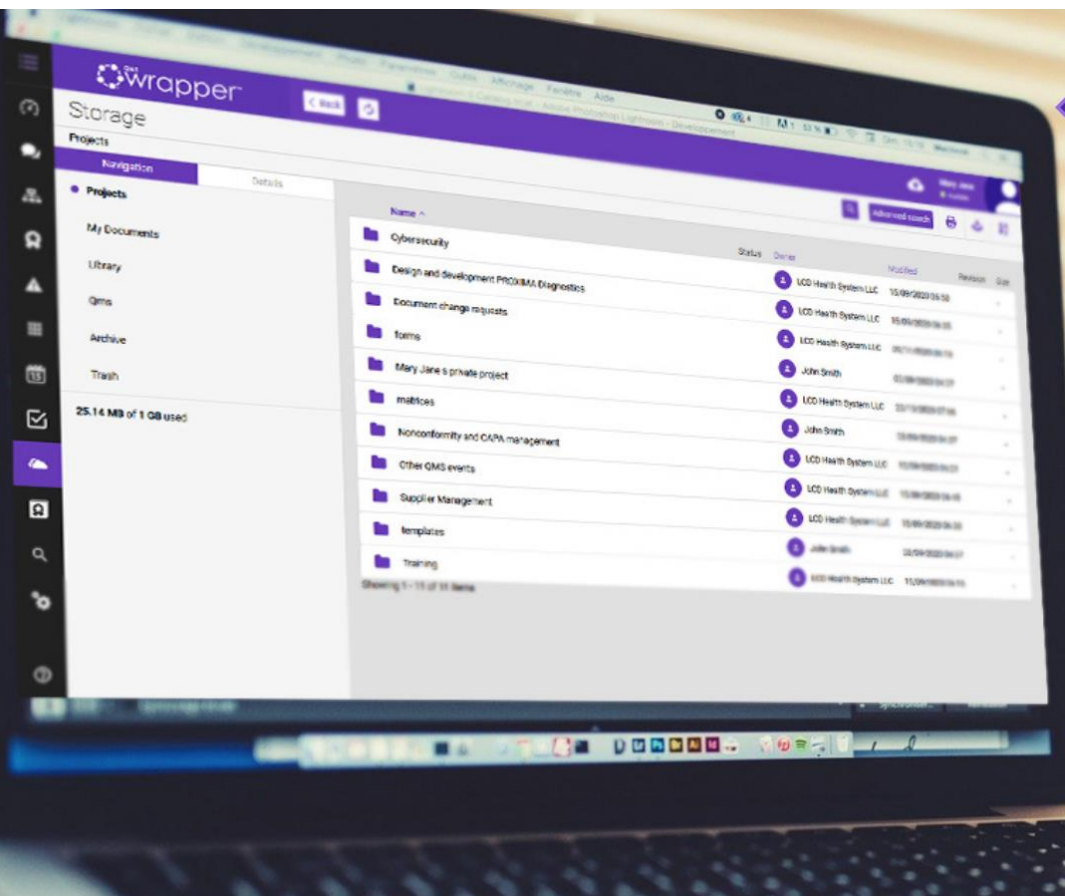


Centralized Cloud Storage

- 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.



Document Management

Book a Demo, and try it for **FREE**.

<https://store.qmswrapper.com/>