



Presentation 09.12.2014

Information Management processes designed to suit end users

Implementing a new document system.



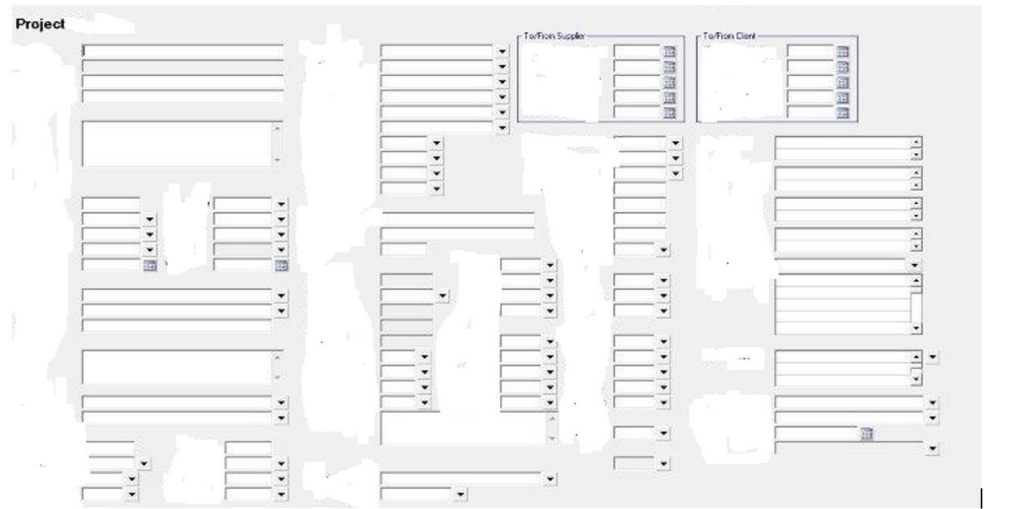


What should a good and complete information management system cover?

- Workspaces for technical documentation in projects
- Workspace for the asset integrity documentation
- Equipment register also covering inspection, maintenance and spares .
- Workspace for operation if you are an operator.
- All relevant templates
- Web site information
- 3D model

Individual set-up

- Profilecards and workspaces adjusted to users needs.



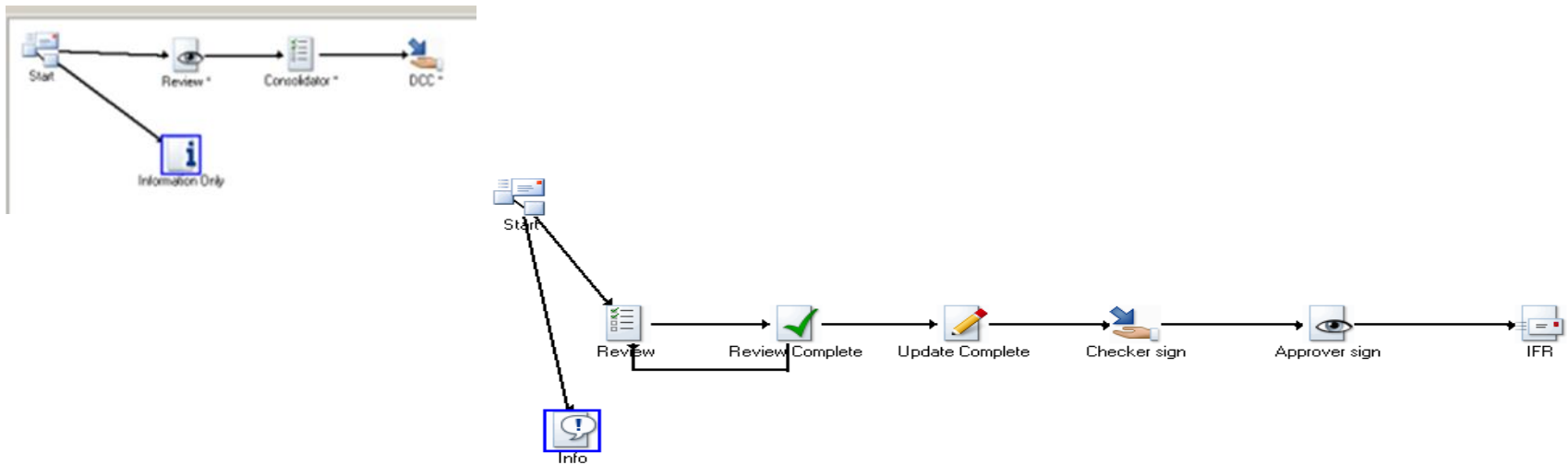
Prompt metadata

- Microsoft integration
- Login ID prefills metadata
- Choise of document type and template
- Retention.
- Metadata prompted automatically
- Copy existing information
- Several files and filetypes per version
- Digital signatures

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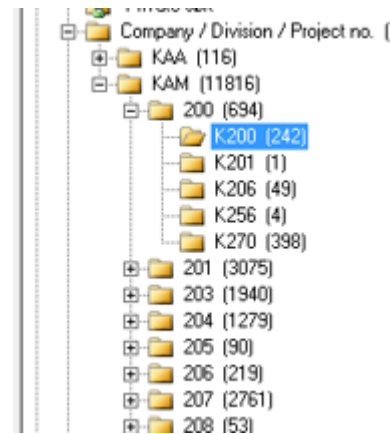
Workflows

- Example of a workflow



Dynamic folder structure

- Search criterias that appear as a virtual folder structure for the users.





Category hierarchi of metadata fields

- Allow the user to click down in the metadata instead of making a search

Kat. nivå 1	DCC	▼	DCC
Kat. nivå 2	PA	▼	ProArc
Kat. nivå 3	PL	▼	ProPlan



Web solutions

- Search in all systems or chose 1 particular system.
- Giving the users 1 access point for retreival and update of documents and information

Possible panic attacks





User friendliness – number 1

- Prompt metadata in the profile card
- Create profile cards with just enough information
- Establish all relevant company templates
- Connect relevant templates to each project and department
- Code the metadata to be prompted on the documents
- Clean up all drop down metadata



Thank you all for your patients.

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