

FaMe® Document Management

full sized Document Management

Structured Storage

Access control per document type and directory

Flexible Allocation to FM database records

To store and to retrieve documents of any kind in a structured way can be crucial for efficient Facility Management. Drawings, meeting notes, invoices, or any project correspondence – it is necessary to have your information available when necessary.

The FaMe® module Document Management enables the structures storage of any kind of files in a freely definable file structure. The files are then kept inside the database, metadata can be attached and the files can be associated to any database record.

Up-to-date Information

DE > Document Management

Document Name: 10-4 inch industrial display_02.jpg

Document to be Saved: Durchsuchen

File Name / Path: doc/artikel/10-4 inch industrial display_02.jpg

Last loaded on: 07/04/2005

Blocked by: Blocked on:

FaMe Index: 1

Revision: 1

Revisions activated

Open to write and lock document

Document Type: Picture-Assets

Description: Pictures for technical equipment

Company: Customer No.:

Project: Description: TFT Display

Language:

Path:

Complete Path: doc/artikel/

Comment:

Search Criteria: TFT computer PC display

Any file can be subject to revision control. This ensures that you have the latest version of your files available but you also can track the revision history of your documents.

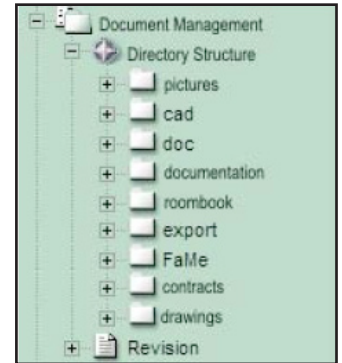
Availability

Documents can be stored in a definable file structure and assigned with keywords for easy search. Metadata can be attached.

The files are stored within the database for secure retrieval over the web without the necessity of file access. By controlling the access of users and usergroups to specific directories you can ensure that only authorized persons can retrieve the files.

Easy Editing

Authorized persons can open the documents directly in the source applications or in a viewer. The files can also be downloaded for local storage and distribution if necessary. To edit and alter the original files in the database you can download and lock the files. After the editing work an easy process uploads and unlocks the files. This ensures structured storage of updated information.



Assigning Documents to Records

Documents usually are connected to database elements. Maintenance manuals to technical equipment, contracts to rental units, land register documents to real estates. A simple action allocates your documents to any database record. Just open the record and name the document. A reference to a new or existing record will be created. Real Estate and Contract Management, as well as Maintenance Management are supported by this convenient function of FaMe® Document.

Document - Windows Internet Explorer

... Document Management ...

Allocate a new document to the record:

Data File: Durchsuchen

Type: FaMe-Mailing

Project: Liegen-000004

Company: FaMe

Document name: allocate

Allocate an already saved document:

Document: [2530251.drawing.jpg]

Type: Bild-Assets

allocate

The following documents have been allocated to the record:

Name	Type	From
No documents allocated!		

Close Window



FAME
FACILITIES MANAGEMENT
SOFTWARE GMBH

<http://www.fame-online.de>
kontakt@fame-online.de

© Copyright by FaMe®

DOCDE0512