

Content Management at most organizations (does this sound familiar?)

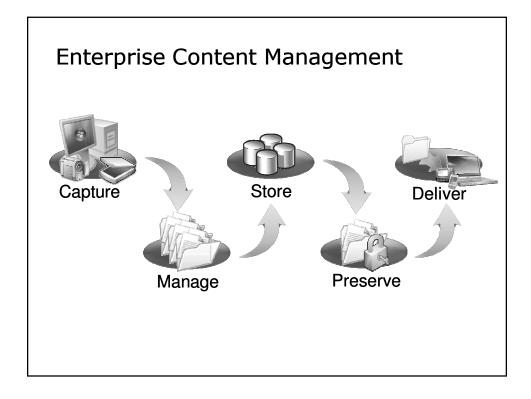
- Documents are stored in a variety of locations
 - Individual Machines
 - Personal Hard Drives
 - File Shares
 - Email
 - Centralized Repositories (Public Folders, etc.)
- Content is often duplicated
- Version History is non-existent
 - File Names are updated to represent version (e.g. Dates/Version Numbers are added to the file names themselves)
- No guarantee that you have the latest (once located)
- Not Searchable/Shareable across the organization

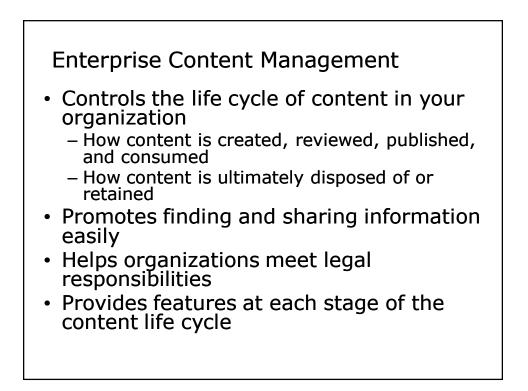
Enterprise Content Management

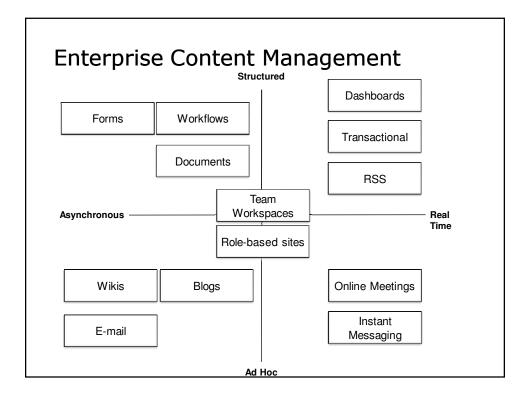
The Association for Information and Image Management (AIIM) defines Enterprise Content Management as:

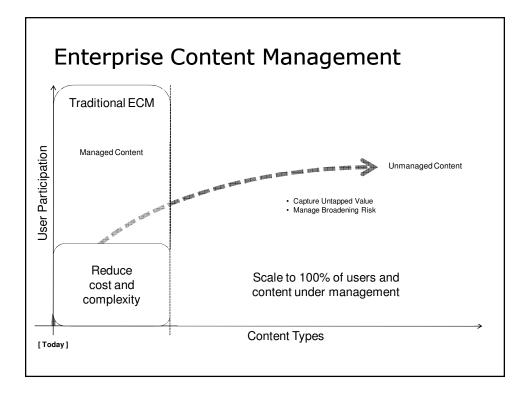
"The strategies, methods and tools used to capture, manage, store, preserve, and deliver content and documents related to organizational processes. "

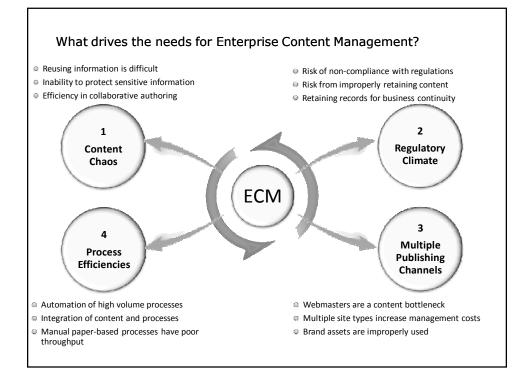
Source: http://www.aiim.org/What-is-ECM-Enterprise-Content-Management.aspx

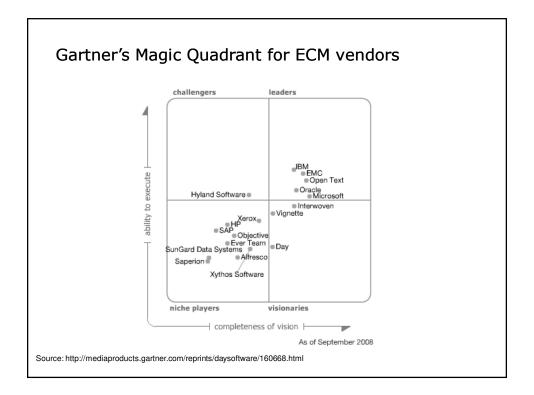


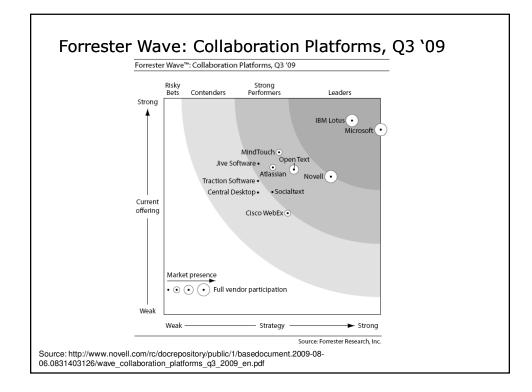


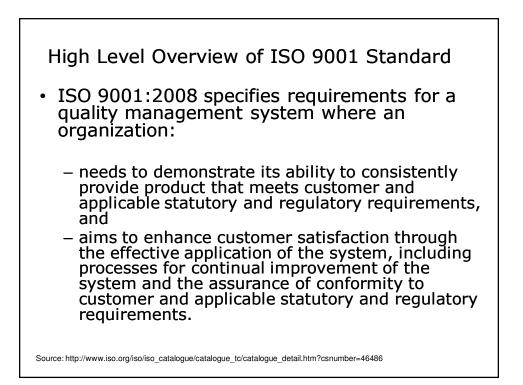


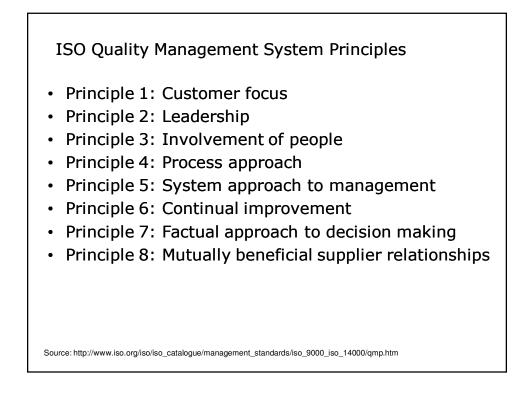


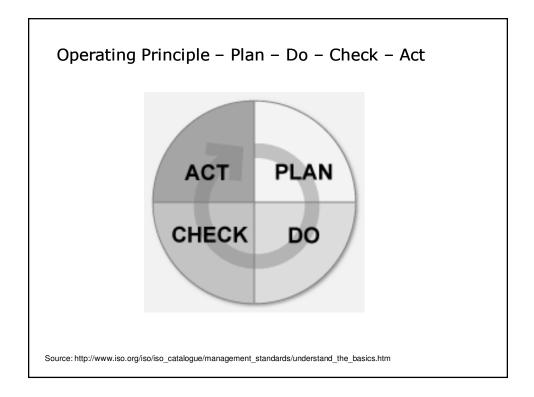


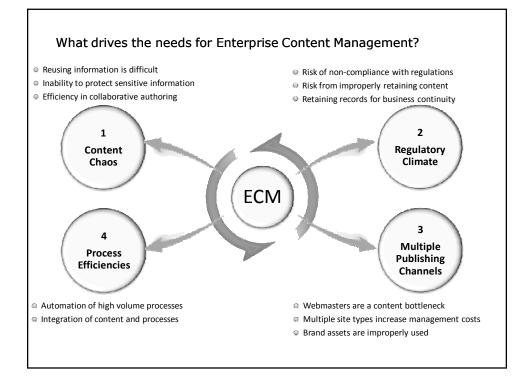


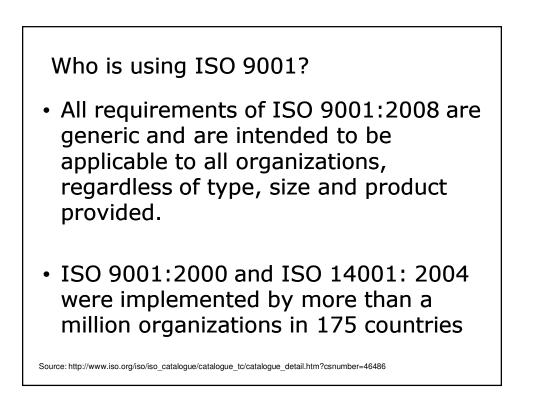


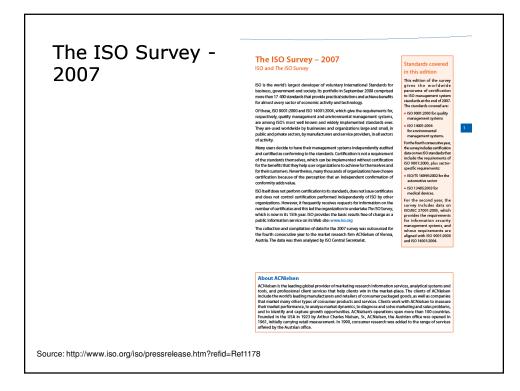




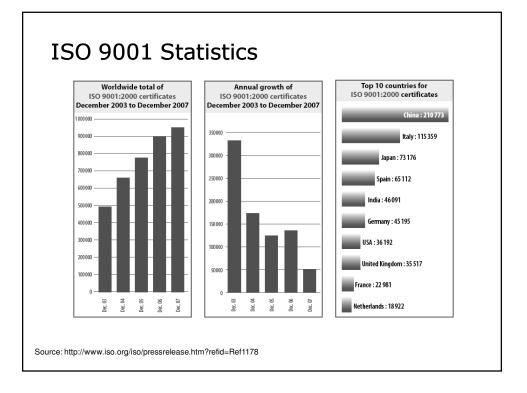


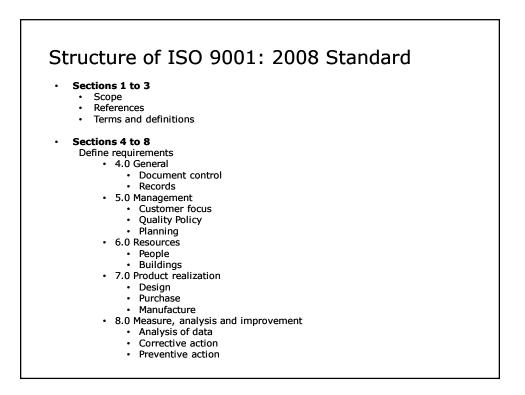






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- Satisfying and implementing all the requirements of the ISO standard is a large undertaking and requires the support of the entire organization.
- The intent of this presentation is to provide a demonstration of how one tool (Microsoft Office SharePoint Server 2007) can be used during this undertaking, specifically in satisfying the requirements stated in Section 4.2.3 Control of Documentation.

4.2.3 Control of Documentation

- Documents must be approved before they are distributed
- Documents must be reviewed/updated/re-approved on a periodic basis
- The correct version of document(s) must be made available at point of use
- The current revision status of documents is identified
- Identify, control and monitor documents from external sources
- Prevent the accidental/unintended use of obsolete documents
- Preserve the usability of documents

Satisfy "4.2.3 Control of Documentation" requirements

- Building Blocks
 - Information Architecture / Taxonomy
 - Define Content Types
 - Define Metadata
 - Define Topology
- Demonstration using Microsoft Office SharePoint Server (MOSS) 2007

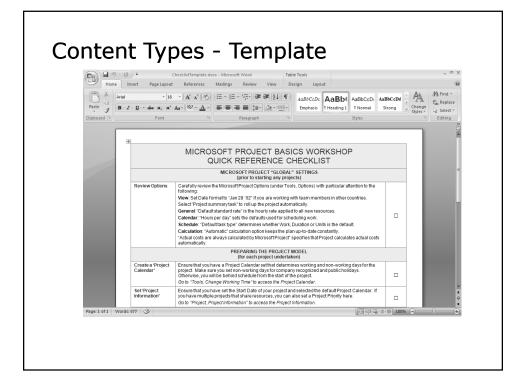
Content Types

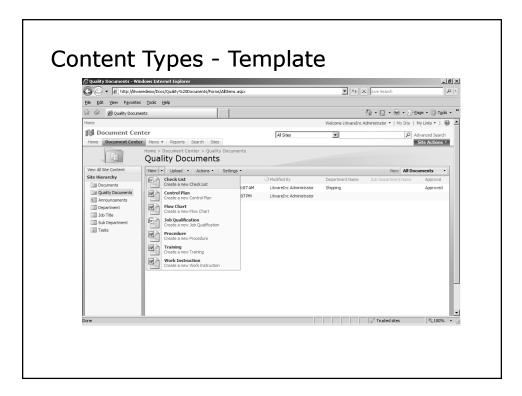
- Content Types are used to
 - Categorize content
 - Ensure content is saved and organized appropriately
 - Enable users to define document sets and apply consistent metadata
- Each content type can
 - Specify a document template or a schema
 - Edit and display forms, policies, workflow processes, or customized behaviors
- Content types support use of a central document repository

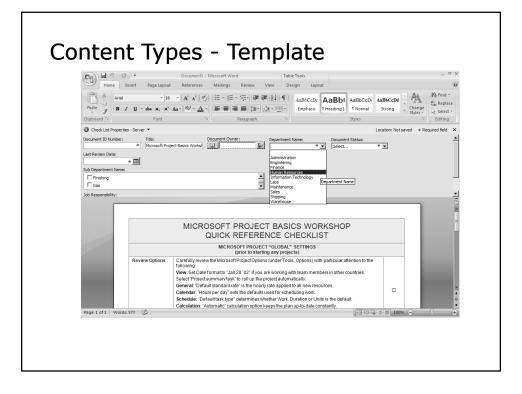
Content Types - Examples

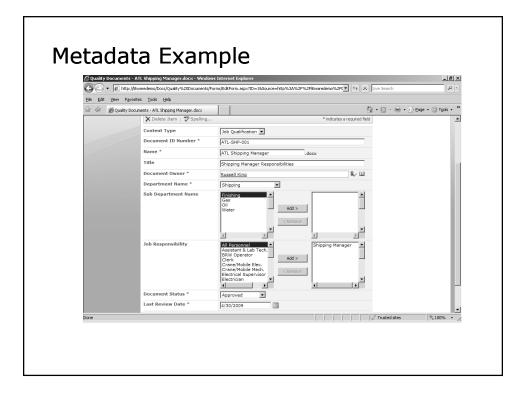
- Check List
- Control Plan
- Flow Chart
- Job Qualification
- Procedure
- Quality Document
- Training
- Work Instruction

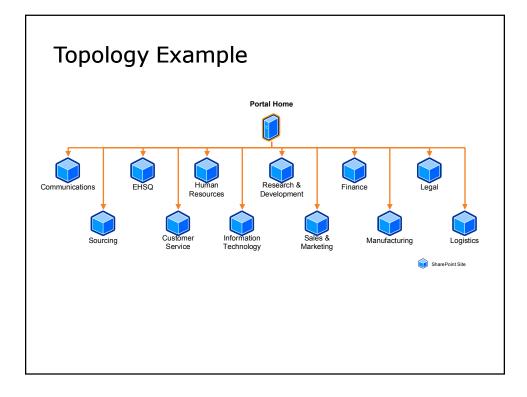
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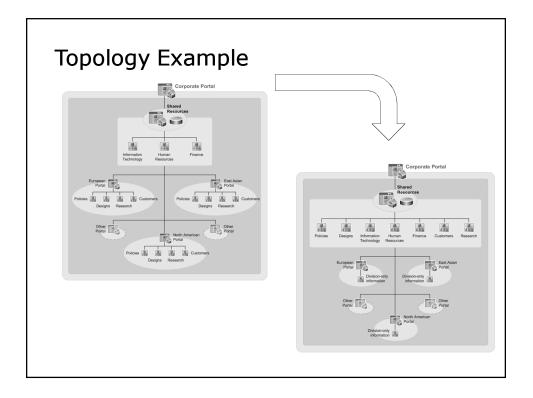






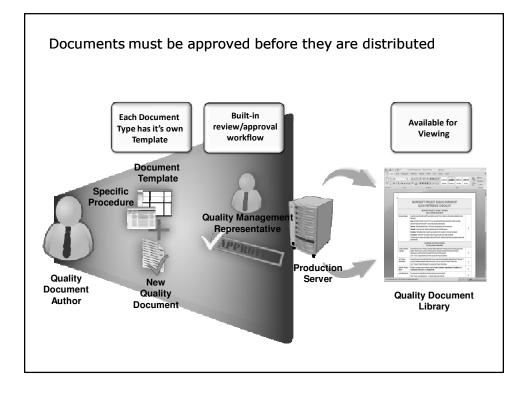


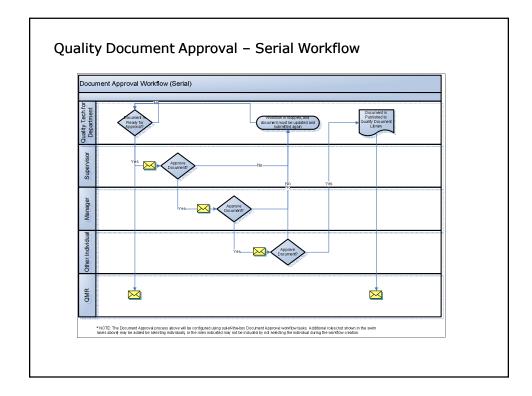


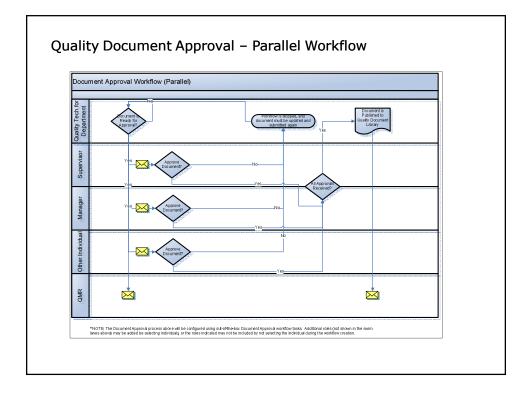




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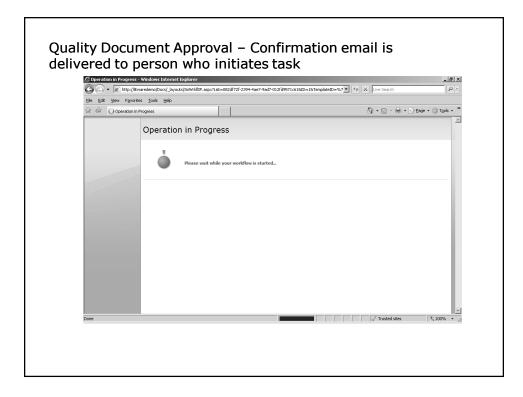


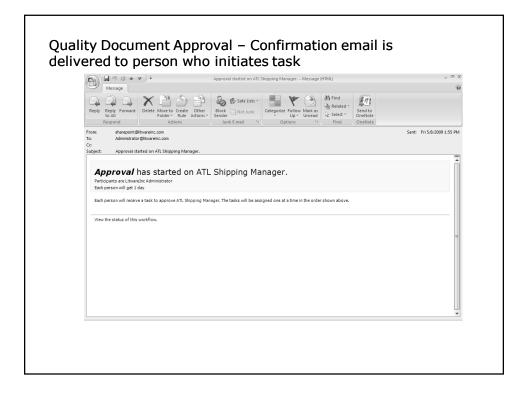


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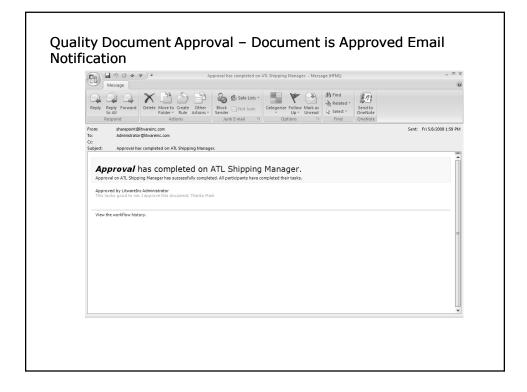




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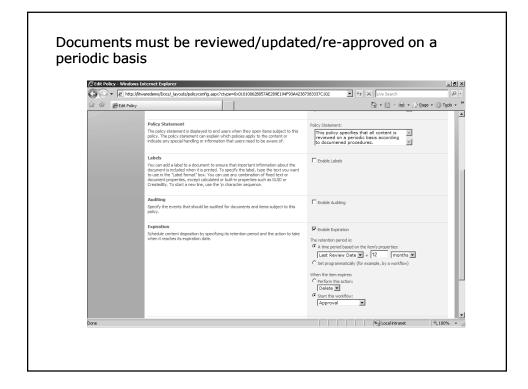


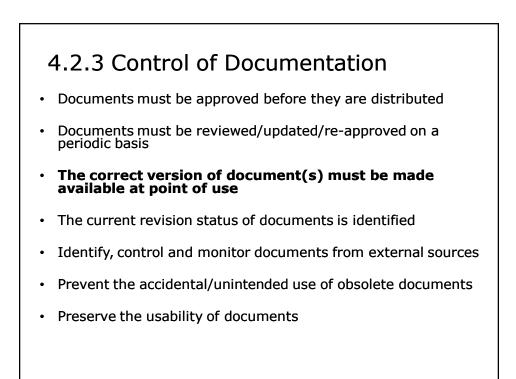
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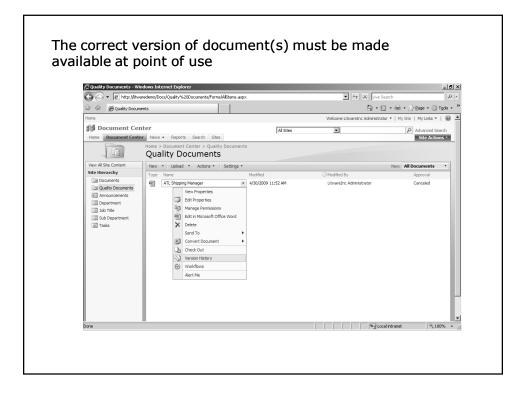
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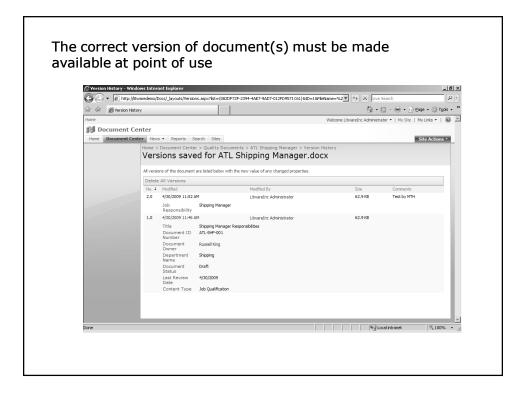
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Document Collaboration

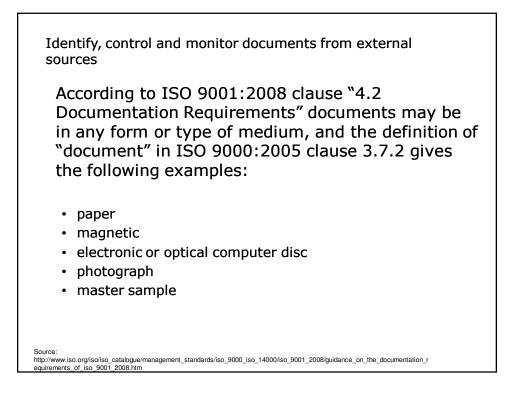
- · Library functions include
 - Check-in/check-out
 - Ensures that everyone knows who is making edits at any given time
 - · History shows who worked on document when
 - Major/minor versioning
 - Comparison of versions enables users to compare the differences between any two versions of a document
- Item-level security ensures appropriate rights are given to contributors and readers

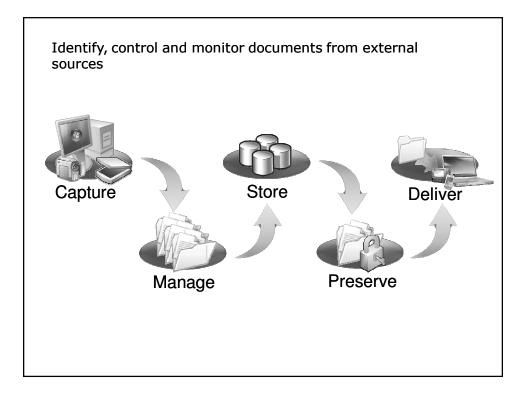
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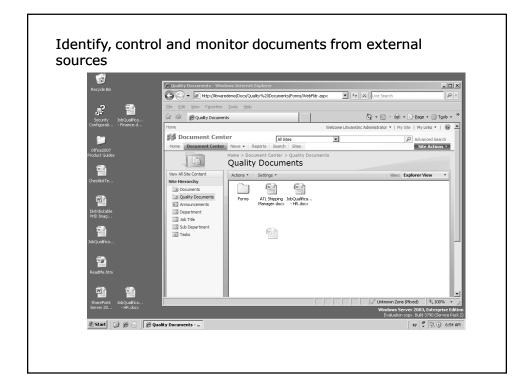
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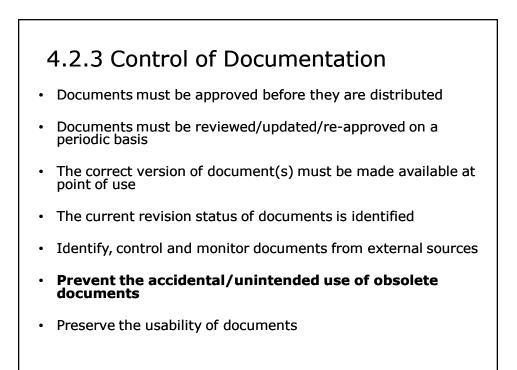
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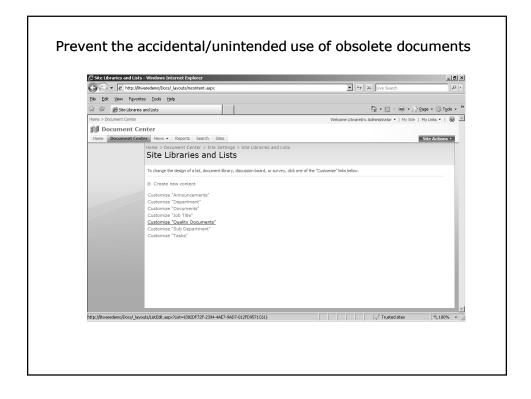
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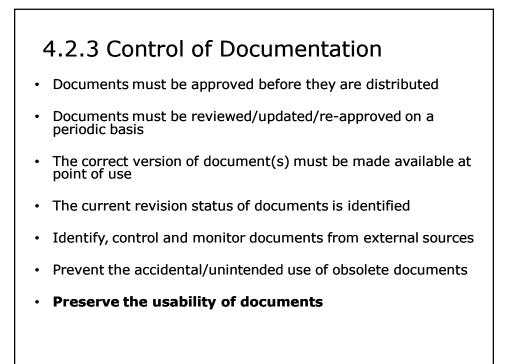




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	Description:			
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Expiration Schedule content disposition by specifying its retention period and the action to table when it reaches to expiration date. The retention period is: Cased the measurements Content is a set of the set of	years 💌
Barcodes Assign a barcode to each document or item. Optionally, Horosoft Office applications can regular users to next these barcodes nis documents.	
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