



AM DOCUMENTS



AM SYSTEM

Control the flow of documents and increase quality levels for the company.

As the flow of information increases in today's world, there is also an increasing need for companies to control this flow, internally as well as externally. It is important that the information circulates smoothly, is clear to the user, and, not least, up-to-date. AM Documents is a web-based document handling system which is advantageous to staff, the management and to the delivery of good results. Minimise paperwork which requires time and effort, and limit the number of unmarked folders lying around by setting up working information routines quickly and effectively with the help of AM Documents.

Answers to demands

Document handling is usually done in the following order: create, approve, publish, and maintain. AM Documents lets you do this efficiently with shorter lead times, a clear overview, and edition handling.

The system handles the control of activities as well as accounting documents, and answers the demands of quality control.

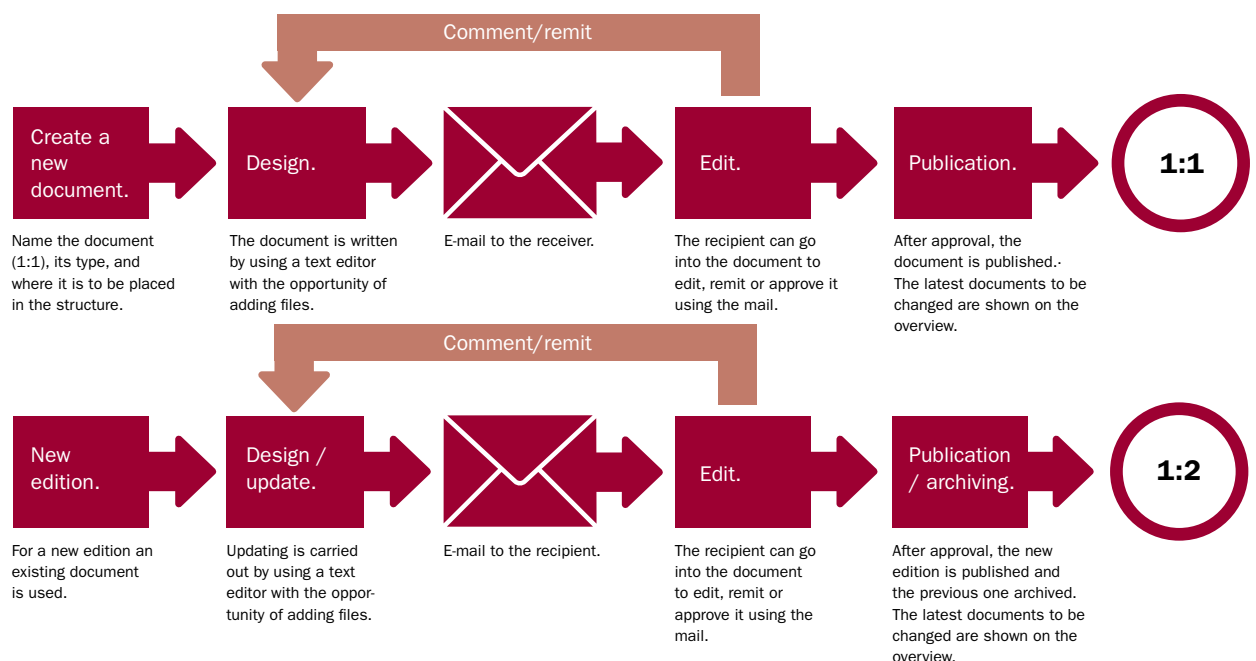
All information concerning external contacts (customers, suppliers, junior companies, resellers, etc), can be made available by giving selected staff the possibility of logging on to the system with a web reader. This means that users can seek and obtain information wherever they are in the world. If a new edition is published, it will automatically replace the previous edition.

Create documents more effectively

AM Documents will create new documents with the built-in text editor and/or by importing existing files. When the document has been created, it will circulate electronically for approval and publishing. There is also the possibility of attaching documents to each other and to various distribution sites.

More than quality control documents

The scope of AM Documents is a wide one. Besides structuring quality control documents, you can collect all the information from other fields, such as business control, product description, and marketing and sales.



Create/design documents Name the document, type, who is to approve the document and where is it to be placed in the structure of the contents list. A new document number, edition, date and status are generated. There are also opportunities for registering the place of distribution and to include/link files. The document is written in a text editor.



AM Documents because:

- It is user-friendly which encourages usage.
- It is simple to introduce.
- Good value and does not need installing at agreement.
- Web-based and platform independent.
- Will easily adapt to your operations.
- Statistics and follow-ups.

Used for the control of:

- Quality and environmental routines.
- Instructions and descriptions.
- Who has authored the documents.
- When the documents were written and published.
- Ensuring that everybody has the documents they need.

System platform

AM Documents can be used on its own, but may also be connected within a common platform with other products from AM System.

Here all common information which is accessed by users gets handled.

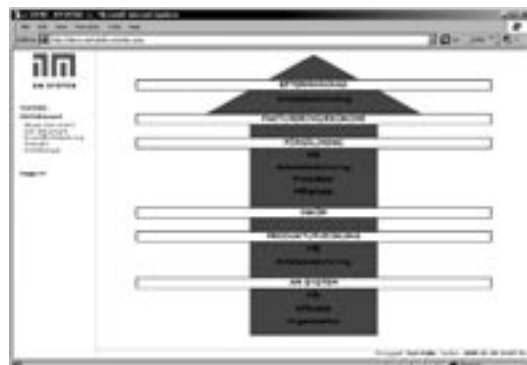
Users are registered with different permissions and are connected to menus, a start page, and languages. The aim is to make quality-control in the company more effective with improved routines and increased accessibility.

AM Documents will be delivered with your company graphics free of charge.

Overview My page Here is shown a personal overview with changed, ongoing, new or returned documents. If you only wish to show documents which concern you yourself or your section/group, this is the place in which they are filtered.



Navigate/Search for documents It is easy to find a document. Either you navigate through the index or use a free text search. AM Documents also supports the possibility of expanding the navigation processes.





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