

DOCMA FUNCTIONALITY

DOCMA provides the following capabilities:

1. Documentation archive

- ❖ Documents arranged into projects
- ❖ Documents searching based on several criteria: by project, authors, title, code, keywords, etc.
- ❖ Searches can be exported to PDF or Excel



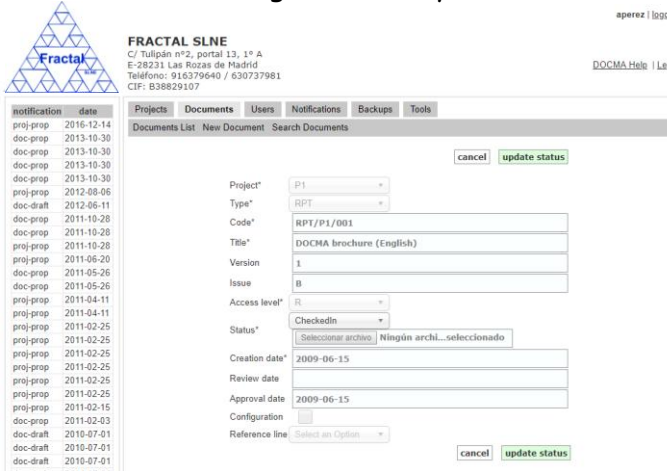
- ❖ Controlled user access to projects and documents through permissions

		Permissions	
Roles	General permissions	Project based permissions	Document based permissions
	Administrator	Project Manager Default authorized user (to all project documents) Default authorized user (only to approved versions)	Authors Reviewers Approvers Authorized users to draft and approved versions Authorized users to approved versions

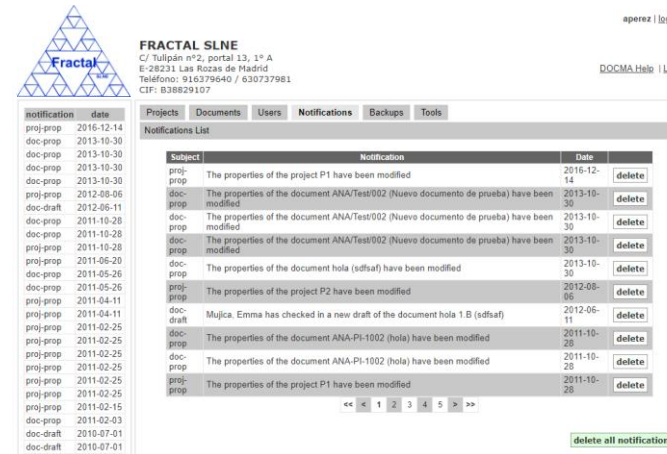
- ❖ External access and distribution (i.e. by e-mail) to authorized users

2. Document lifecycle management

- ❖ New documents can be created and their properties assigned (e.g., project, access level, authors, reviewers, approvers, authorized users, etc.)
- ❖ Control of the status and transitions of the documents during their lifecycle



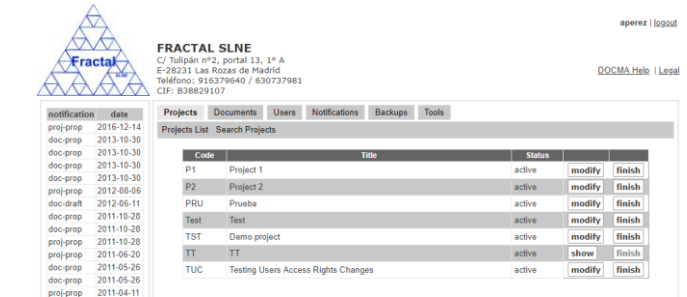
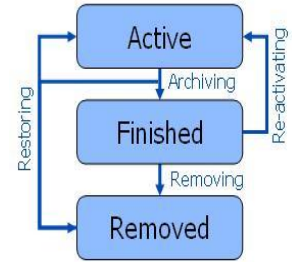
- ❖ The properties of the existing documents can be modified
- ❖ Involved users are informed (by e-mail and internal notifications) of the status and all relevant changes of documents and projects



3. System administration

Project administration:

- ❖ Define new projects
- ❖ Modify their properties
- ❖ Manage its lifecycle



User administration:

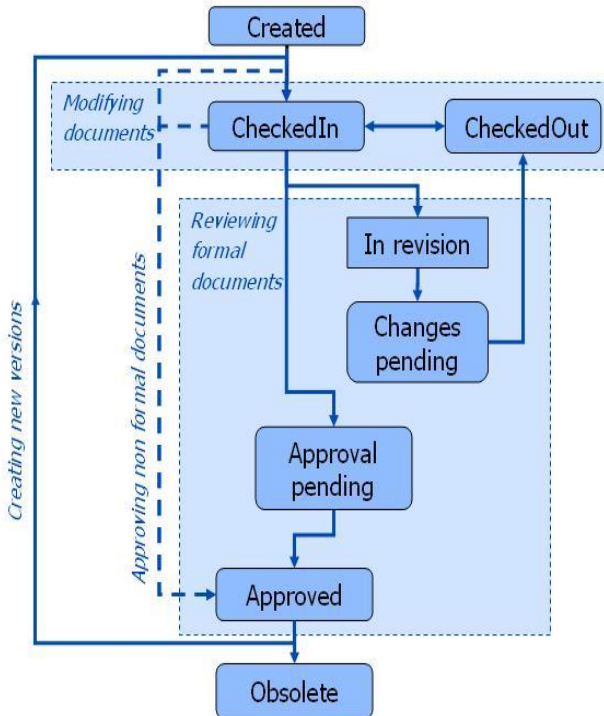
- ❖ Create new users
- ❖ Modify existing user properties (the user permissions are managed at document and project level)
- ❖ Unsubscribe users
- ❖ Import documents from an external database

Database administration:

- ❖ Data backups: Database, Documents and Web application
- ❖ Data restores: Users, Database, Documents and Web application

DOCMA OVERVIEW

DOCMA, our **Documentation Management Tool**, is a web-based tool for tracking and managing the documentation generated within any organization during the whole document life-cycle. Access to the documents is granted through different user - permissions.



DOCMA uses a public relational database and provides a graphical user interface based on web forms. Anyone with access to the Internet and an account in the system with the suitable permissions may access the project's documentation.

No need for any specific software installed on your client computers, just a web browser is enough!

Why is DOCMA needed in a project?

Software tools help managing the big amount of information generated during the lifetime of any project. This is particularly important for geographically distributed organizations, where it becomes essential to keep the project's documentation in an electronic format, well organized and easily accessible to all people involved.

FRACTAL System & Project Suite includes:

1. System engineering and configuration control

The configuration data management tool, **GECO**, helps to track the system development successfully, from the initial high-level requirements up to integration, verification and operation.

2. Project documentation control

The documentation management tool, **DOCMA**, helps to organize and keep track of your project documents, improving the internal communication among the different members involved.

3. Project management tool

The project management tool, **MANATEE**, helps your organization manage your projects efficiently, by controlling the three project parameters (scope, schedule and budget).

All applications can be used independently or in an integrated way.

A trial license and further information about these tools can be found at:

<http://www.fractalslne.es/>
e-mail: info@fractal-es.com



Documentation Management Tool