

SuiteDocs™

SuiteFiles™

A Document & File Control Module

A Add-On Module for Adding & Controlling Documents & Files

Part of the SuiteDocs™ Module Family

For Windows 7™/Windows XP™ including Terminal Server Support

SuiteFiles™ is a database-driven module that provides capability to add Control Documents & Files to SuiteDocs™ for specific tasks, projects, manufacturing operations, etc.

These Controlled Documents & Files can then be either placed into SuiteFileCabinets™ or if you are using SuitePacs you can then add these Controlled Document & Files into the Controlled Packet Container.

Note: You can then retrieval of any these Files & Documents using SuiteSearch™.

SuiteFiles™ An Integrated Secure File Management Module

The image displays three overlapping screenshots of the SuiteFiles software interface. The top-left screenshot shows the 'Manage Controlled Documents' window with a table of documents. The top-right screenshot shows the 'Select Controlled Document View Mode' dialog box with radio button options for 'Show File Cabinets', 'Hide File Cabinets', 'All Controlled Documents', 'Controlled Documents Waiting for Sign-off', and 'Checked-Out Controlled Documents'. The bottom screenshot shows another instance of 'Manage Controlled Documents' with a 'File Cabinets' tree on the left and a document list on the right. A 'Choose Columns to Show' dialog box is also visible, allowing users to select columns to show or hide from a list including 'Id', 'Check In Query Delete', 'Checked Out User Id', 'Checked Out Workstation', 'Size', 'Type', 'Out', 'Checked Out By', 'File Cabinet', 'Last Modified', 'Created', and 'Import Source Modified'.

Name	Version	Size	Type	Out	Check
10 STEPS TO WIRELESS LAN SECURITY	1	263539	pdf		
21 CFR 11 FDA Electronic Records and Signatures	1	51951	pdf		
21CFR11 Final Guidance September 2003	1	220094	pdf		
21CFR211.180	1	3610	txt		
21CFR820.70	1	5317	txt		
2DDRAWINGWEBFORMAT.DWF	2	32190	dwf		
2DDRAWINGWEBFORMAT.DWF	2	226816	dwt		

Standard:

SuiteDocs™ User Login Security

Provide your Company with Secure User Logins:

- Administrators controls who can access any item and to what extent.
- Administrators can Create any number of Users
- Administrators can Create User Groups with different Rights Limiting User's Access
- Administrators controls over 100 Rights

SuiteFiles™ Basics

SuiteFiles's™ Basics Include:

- SuiteFileCabinets™
- SuiteSearch™
- SuiteReports™
- SuiteEMail™
- SuiteCitrix™
- SuiteErrorLog™
- Ability to Manually Import any Document Into SuiteDocs'™ Secure Database
- Ability to Automatically Import any Document Into SuiteDocs'™ Secure Database
- Ability to View any Documents with a Native or Optional AutoVue Viewer

SuiteFileCabinets™

SuiteFileCabinets™ is an Organization Tool so you Can:

- Create a Controllable Hierarchy using "Virtual File Cabinets"
- Create as many Secure "Virtual File Cabinets" as needed
- Create as many Secure: "Draws", "Folders" & "Sub-Folders" as your needs require
- Drag & Drop in your Documents into "Virtual File Cabinets"

	<ul style="list-style-type: none"> • Automatically Import your Files & Documents into "Virtual File Cabinets" • Click on any Document in the "Virtual File Cabinet" for an Instant View(s)
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SuiteSearch™	<p>SuiteSearch™ allows Creation of Meta Data Fields so you Can:</p> <ul style="list-style-type: none"> • Create and Populate Keyword Fields • Create and Populate Text Fields • Create and Populate Pick-List Fields • Create and Populate Date Fields • Create and Populate Boolean Fields • Create and Populate Note Fields • Use SuiteSearchEngine to Locate any Files, Documents or Packets <p>Note: The SuiteSearchEngine can be quickly configured to search for any Files, Documents or Packets using the Meta Data Defined and Populated by you.</p>
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SuiteReports™	<p>SuiteReports™ provides File Histories which Report:</p> <ul style="list-style-type: none"> • Controlled Document File History sorted alphabetically, oldest to newest • Controlled Document File History sorted alphabetically, newest to oldest • Controlled Document File History sorted by id, oldest to newest • Controlled Document File History sorted by id, newest to oldest • Etc.
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SuiteEMail™	<p>SuiteEMail™ Allows Users To:</p> <ul style="list-style-type: none"> • Email Documents to User (Converts to Folder Structure) • Email Documents to Distribution Group (Converts to Folder Structure)
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SuiteCitrix™	<p>SuiteFiles™ directly supports Citrix so You Can:</p> <ul style="list-style-type: none"> • Load SuiteFiles™ on a Few Servers Deploy to Many Clients • Access SuiteFiles™ Securely Internet Wide • Reduce Cost of Ownership since SuiteFiles™ is Citrix Compliant • Access SuiteFiles™ using PCs, Smart Phones, Blackberries, et.
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SuiteErrorLog™	<p>SuiteErrorLog™ No Finger Pointing since SuiteErrorLog Captures:</p> <ul style="list-style-type: none"> • Software Bugs • Hardware Problems • Network Problems • The what, where and when <p>Note: SuiteErrorLog™ Knows What, Where & When it Happened and Intercepts, Records and Notifies you of all Errors.</p>
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Options & Upgrades:

SuiteFiles™ Options:	<p>SuiteFiles™ Options</p> <ul style="list-style-type: none"> • Additional SuiteFileCabinets Licenses • Additional Document Sessions (SuiteFiles Access from additional Workstation) • Additional Workstations (General Access for Shop, Engineering, Administration, etc.) • Additional User Groups (Provide User Rights for Secure Access to SuiteFiles)
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SuiteFiles™ Upgrades:	<p>SuiteFiles™ Upgrades</p> <ul style="list-style-type: none"> • SuitePacs™ • SuiteHistory™: History Logging & Reporting • SuiteCharts™: Real-Time Intelligent Interactive Charting • SuiteDocumentControl™: SuiteFiles, SuiteFiles, SuiteThirdPartyTools & SuiteSearch • SuiteLanguage™: Managing Menus, Managing/Creating new Languages
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