



FormPipe Platina Document Management is the complete document management system for organisations of all kinds. The system handles everything from simple file management – with version management – to advanced document management with recognised revision control, which helps to meet the stringent requirements of leading quality systems such as ISO, QS and FDA.

FormPipe Platina Document Management is designed to deal with all document types within an organisation in a versatile manner.

The version management feature is used to highlight changes and create new versions of the document. Thanks to the indexing function, the integrated search engine can run efficient free-text searches in documents. The publication and distribution functions are used for the reception and approval of documents, while the security controls ensure that the different users have the appropriate access rights. These functions are important for protecting documents during their lifetimes.

To support working relationships, messages and tasks linked to documents, Platina features functionality for sending documents in a controlled manner between users without having to make unnecessary copies en route. In addition, the document management procedure is based on the advanced process engine included in FormPipe Platina Server, which allows documents to be managed in all types of processes.

FormPipe Platina Document Management makes it simple to create new documents, and provides support for improving the image the company presents to its customers. Documents can be created efficiently by using templates that ensure uniform layouts and formats. By simply clicking on the appropriate document type, users can create and automatically open a document template featuring the correct layout, format and structure. The templates are easy to develop, edit and manage.

The principal benefits of FormPipe Platina Document Management

- » integrated with the company's other software to make it simple to create, manage and publish documents
- » functions for checking in and out
- » active version control of all file types
- » publication to pre-defined groups for approval, collection and editing
- » notification services
- » support for preliminary revisions
 - options for attaching comments to documents
- » revision management of established versions
- » integration of document management with the company's information flow processes
- » templates that make it simple to create documents and maintain the company's profile
- » efficient management of documents throughout their lifecycles.

About FormPipe Software AB

FormPipe Software's programs help organisations to gather, manage and distribute information, and to place it in the correct context.

Reduced costs, minimised risk exposure and structured information are all benefits that stem from using FormPipe Software's products.

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