Home Team – Document Management System

Introduction

This system was developed to assist organisations to manage their important documents,
- policies,
- procedures
- forms etc

and to make them readily available for staff, to find and open, then to read or print.

Providing Windows has a "file association" with the type of document, virtually any type of document can be referenced and opened, for example:
- Word Documents
- PDF Files
- Excel Spreadsheets
- Power Point Presentations
- Images
- Sound Files
- Video Clips
- Web Site Links

The system is written in Visual Basic and uses a Microsoft Access Database. Microsoft Access does not need to be installed on the PCs using the software.

Computer Environment

The system can run on,
- A single PC
- PC's in a network with a Central Server
- A Terminal Server, or Citrix environment

The system is simple to install and use.

Adding and removing documents can be restricted to certain staff. Individual documents can be restricted for viewing by staff above a specific level.

Operation

The following describes the basic operation of the system from a general staff point of view. A separate document is provided in relation the administration of the system.
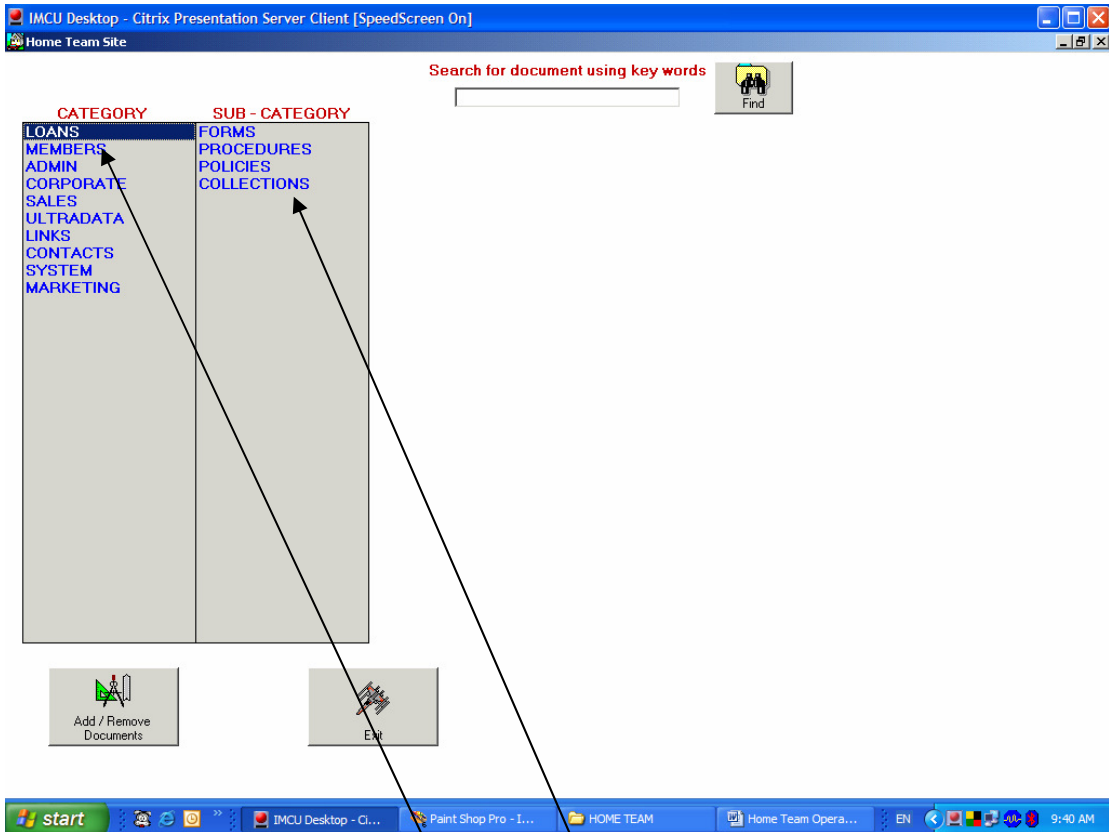
When the system opens, a list of Categories is shown.
Clicking on a Category brings up a list of Sub Categories,
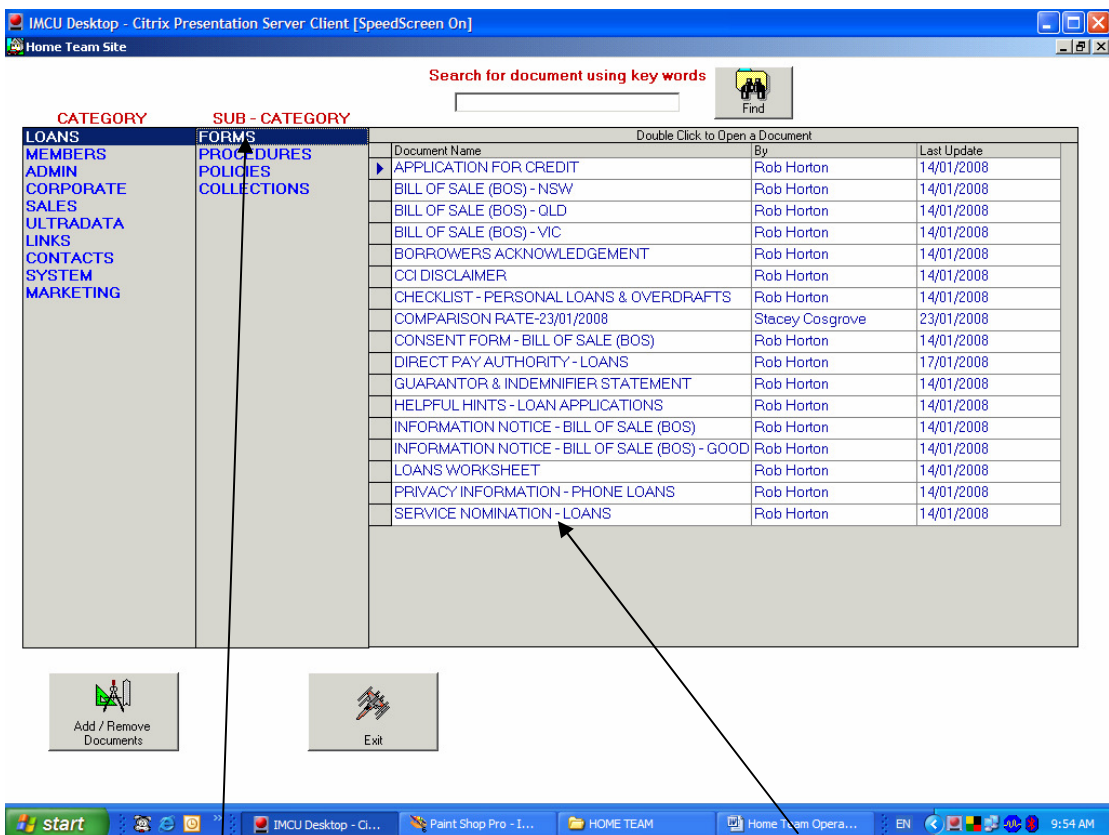
Clicking on a Sub Category brings up the relevant list of Documents.
Double Clicking on the document name opens the document.

Now for the Easy Way

Entering a word in the Search box and Clicking Find will list all document names that have that word included.

Conclusion

This is the simple easy to use method for providing staff with the information they require at their finger tips, well – just a click or two away.

Contact Rob Horton for more information.