



## EloDoc Document Management System

### General

Engineering projects typically represent one of the most challenging environments for a document management system; a huge number of documents are simultaneously created, updated and modified by several teams and individuals. Finding the latest versions of the right documents is, however, vital also during plant operation, for example in maintenance related issues or in renovations. In order to meet this challenge Elomatic has expanded its service scope and now provides versatile and comprehensive document management services for the whole plant life cycle. This service is based on the EloDoc document management system developed by Elomatic.

EloDoc enables accurate control over all documents e.g. drawings, layouts, specifications, lists, validation protocols etc. EloDoc can be interactively linked with other systems, e.g. design systems and their viewers, maintenance and eBrowser systems. EloDoc is, however, not limited to technical documentation, but is a very effective tool e.g. in contract management or in managing any other company documentation.

### Benefits

EloDoc provides several benefits for document management including:

- User identification and access control
- Document version management
- Dynamic hierarchies
- Customization of document metadata
- Extensive queries
- Document ID management
- Complete integration with email
- Different database systems can be used (Access, SQL Server etc.)
- Distributed file servers can be utilized, i.e. files reside where they are most used
- Basic web browser interface is available
- Documents' mass transfer to system from various data sources.

In engineering projects, customers can easily follow the progress of the project and have direct real-time access to project documentation. This means that no unnecessary document deliveries are required, which in turn enables faster communication, faster commenting, faster approvals and eventually faster progress.

Document collection can be approached from different users' viewpoints. With the help of document classifications explicit hierarchies can be generated. This means that a specific document can be found in EloDoc from a large amount of documents much easier than from many other document management system.

The greatest benefits are achieved when all project documents are saved in EloDoc and all metadata for each document is thoroughly filled in. This makes it possible to easily find a specific version of any required document.



**Main menu (1), Toolbar (2)** Tools for operations.

**Hierarchies (3)** Using hierarchies is one way of browsing documents. Many different hierarchies can be defined in one EloDoc project. Hierarchies can be browsed much like Windows folders. Documents that are in the same database can be flexibly arranged in different views for users and for various purposes.

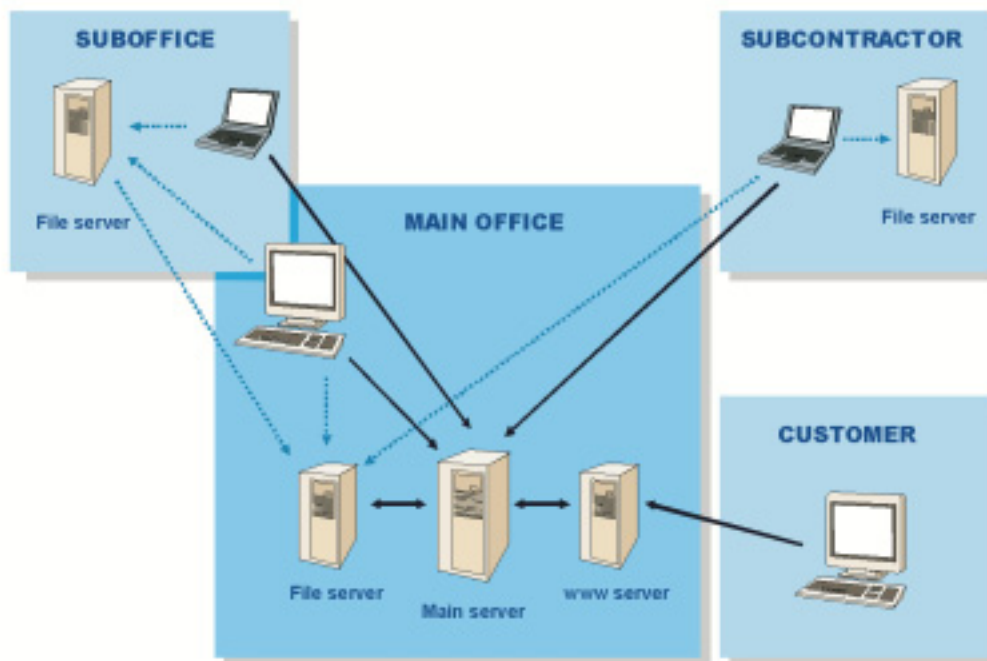
**Selected document list (4)** Documents that are included in currently selected hierarchy folders are shown in the document list. Documents can be sorted quickly and easily.

**Document details preview (5)** Attributes of the selected document. This information has been divided into three sections: System fields show fields maintained by the EloDoc system, for example created by, creation date, updated by, updating date. Version displays document version information. This includes for example the revision, the name of the last person to update the document and the file name. Form fields show custom metadata fields entered into the document.

**File preview (6)** Saved versions of files can be previewed.

**Status bar (7)** Information related to the current session:

- Current project name
- Current user name
- Currently connected server
- Green light, if message is being processed on server
- Current date and time.



*EloDoc infrastructure*

### Services provided by Elomatic

Elomatic is able to supply the complete EloDoc system with the database as part of the design project delivery documentation. This adds value to using Elomatic as your consulting and engineering partner.

Since the document management service is based on Elomatic's own tool, Elomatic can very flexibly and rapidly customize the solution to meet specific customer needs. The following three cases demonstrate how flexible the EloDoc system is and how the implementation can be tailored to meet specific customer needs.

**Case 1.** The customer wishes to order the full service from Elomatic and use Elomatic's EloDoc server. In this case Elomatic manages the complete system, including all document transactions, system administration and hardware maintenance and support. If the customer has no EloDoc users the necessary documents can be requested from Elomatic via e-mail. Elomatic sends the requested documents as and when requested by the customer. The customer can have read-only access to the server using the EloDoc client. New documents are transferred into EloDoc by Elomatic.

**Case 2.** The customer wishes to do some of the tasks himself. The EloDoc server can be located at Elomatic or at the customer site. If the server is located at the customer site, it is maintained and supported by the customer. If the server is located at Elomatic, it is maintained and supported by Elomatic. The customer can have trained EloDoc users, who can read and print archived documents as allowed by their user rights. In this case the customer has decided that it is more cost efficient to buy the document transaction and system administration service from Elomatic as and when needed, instead of training and using its own resources.

**Case 3.** The customer wishes to purchase EloDoc. In this case the EloDoc server is located at the customer site and maintained and supported by the customer. The customer manages the complete system, including all document transactions, system administration and hardware maintenance and support. The customer's EloDoc users are trained by Elomatic. These users have full rights to EloDoc. Even in this case the customer can buy documentation services from Elomatic.

The most important assets of EloDoc, when compared with other systems, is its user friendliness and clarity. Users immediately have a clear view of all documentation. Another competitive feature is the mass transfer of documents. Whenever there is related metadata, it can be imported into the system

with the documents. This metadata can be extracted from e.g. Excel, database, e-mail and AutoCad attributes.

### References

EloDoc has been used in more than 100 engineering projects and it has been in active use since 1999. EloDoc is currently being used eg. by:

- Ciba Finland Oy
- Raisio Oyj.

### Ciba Finland Oy

- EloDoc archive covers technical documentation including flowcharts, diagrams, drawings etc.
- Number of documents included in the service is approximately 4 000
- Elomatic provides the complete document and archive management service at its own server
- File exchange from/to the customer is done by e-mail.

### Raisio Oyj

- EloDoc archive covers technical documentation including flowcharts, diagrams, drawings etc.
- Number of documents included in the service is approximately 37 000
- EloDoc is located in Raisio's own Citrix-system
- Elomatic provides the complete document and archive management service
- Customer has nominated about 50 users, who have "read only" access to the system
- Elomatic maintenance staff have a secure remote connection to the server.

### Contact information

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