

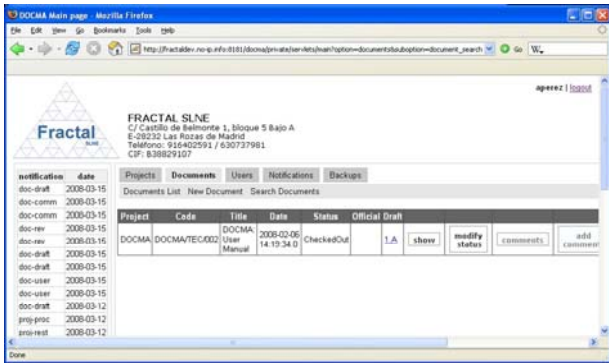
DOCMA FUNCTIONALITY

DOCMA provides the following capabilities:

1. Documentation archive

Documents can be classified into projects.

Documents can be searched based on several criteria: by project, authors, title, code, keywords, etc.



Users can access projects and documents according to the permissions defined for each project and document.

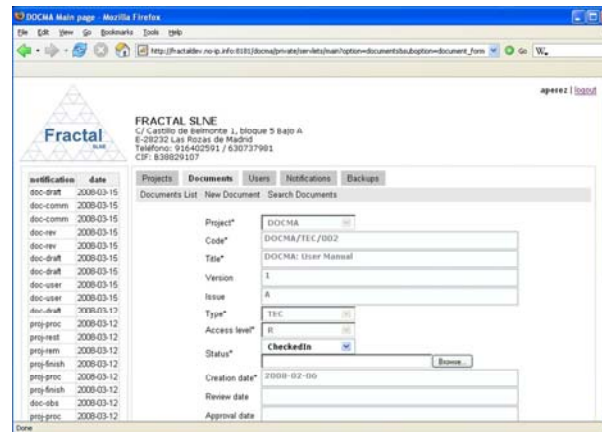
		Permissions	
		General permissions	Project based permissions
Roles	Administrator	Project Manager Default authorized user (to all project documents) Default authorized user (only to approved versions)	Authors Reviewers Approvers Authorized users to draft and approved versions Authorized users to approved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

Documents can be externally accessed and distributed by email.

2. Documents lifecycle management

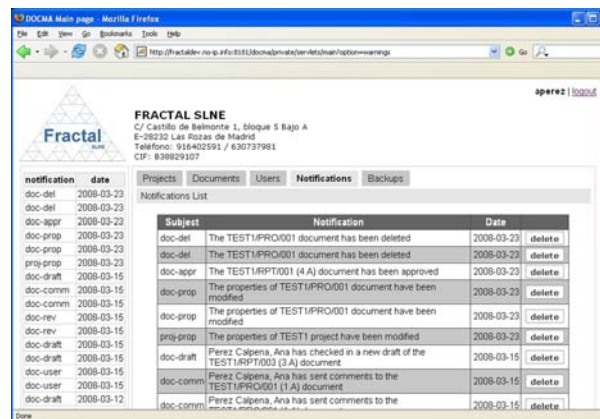
New documents can be created and their properties defined (e.g., project, access level, authors, reviewers, approvers, authorized users, etc).

DOCMA controls the status transitions of the documents during their lifecycle.



The properties of the existing documents can be modified.

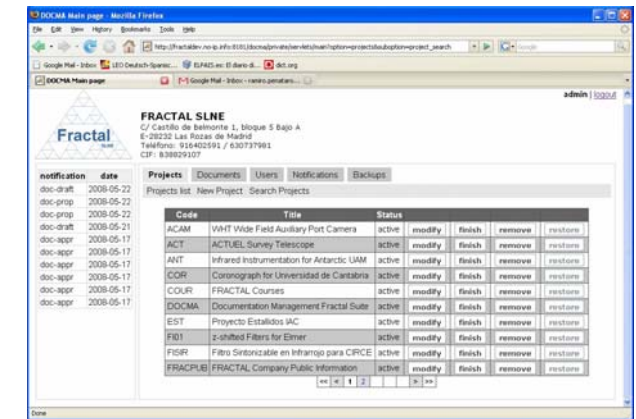
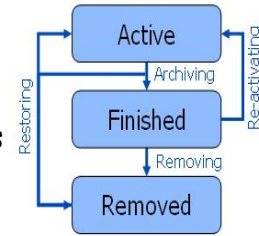
The users are informed by e-mail and internal notifications at the time when relevant changes or transitions of documents and projects happen.



3. System administration

Project administration:

- Define new projects
- Modify their properties
- Manage the projects during their lifecycle



User administration:

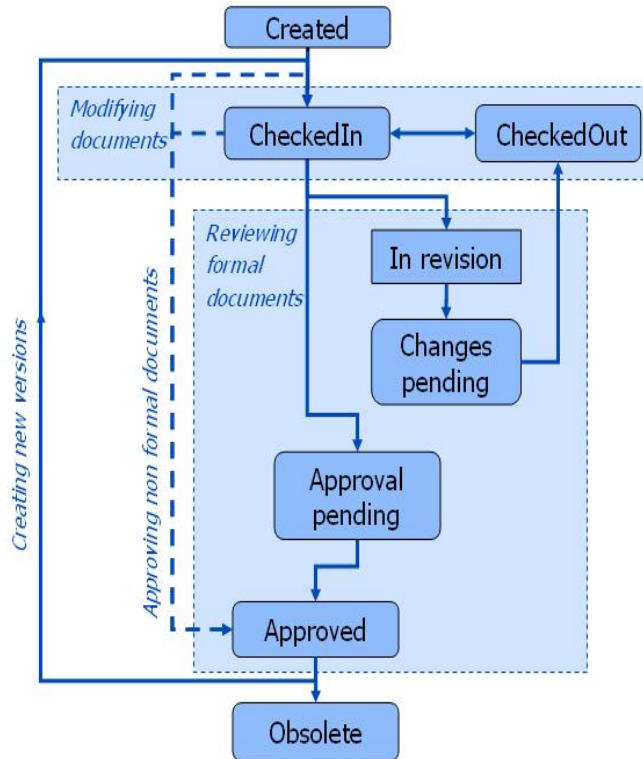
- Create new users
- Modify existing user properties (the user permissions are managed at document and project level)
- Unsubscribe users
- Import documents from a external Database

Database administration:

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

DOCMA OVERVIEW

DOCMA provides the means to manage the documents generated in a company or organization during the whole document life-cycle and to access the documents according to the permissions granted to the users.



DOCMA uses a public relational database and provides a graphical user interface based on WEB forms. Anyone having Internet access may access the project's documentation, just getting an account in the system and the suitable permissions.

The main advantage is that there is no need to install any specific software on the client computers; the web browser is enough.

Why DOCMA is needed in a project?

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

The **FRACTAL System & Project Suite** includes:

1. System engineering and configuration control

The configuration data management tool, **GECO**, helps to track correctly the system development in order to ensure that the final system meets the initial high level requirements and can be integrated

2. Project documentation control

The documentation management tool, **DOCMA**, helps to keep and organize documents and to improve the internal communication among the different members involved in a project.

3. Project management tool

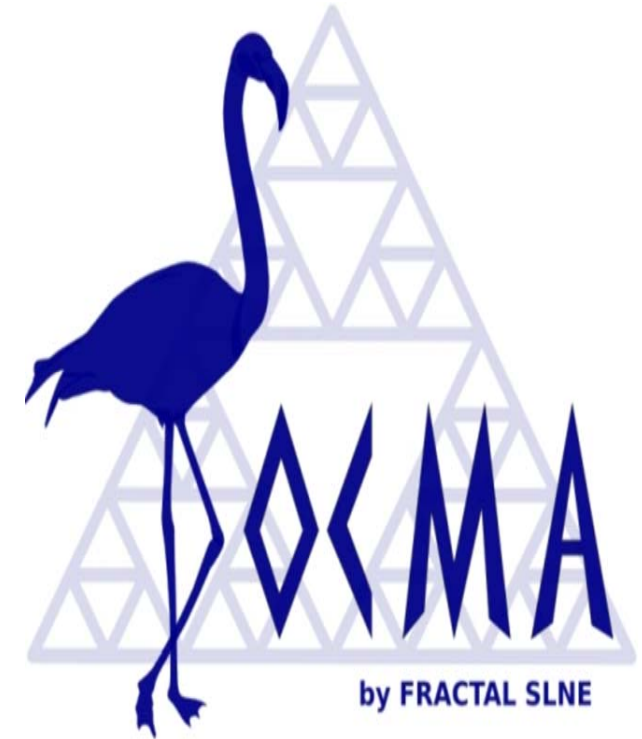
The project management tool, **MANATEE**, helps to manage projects in any organization controlling the three projects parameters (scope, schedule and budget).

All applications can be used in an independent manner or in an integrated way.

A trial license or more information about these tools can be found at:

Web: <http://www.fractal-es.com>

e-mail: info@fractal-es.com



Documentation Management Tool

<http://www.fractal-es.com>