



DOCUMENT MANAGEMENT



Centuri – Document Management is a total solution which manages both controlled documents and records, e.g. procedures, instructions, forms, reports and minutes-of-meetings. A solid authorisation process enables far-reaching decentralisation of document production while maintaining control of what is eventually published. Published documents can be searched and read via web or Windows clients.

Centuri - Document Management conforms to the strict requirements of e.g. SWEDAC and FDA as well as requirements standards such as ISO 9001 and ISO 14001. This is reflected in our customer structure, in which the vast majority have certified management systems. To date, we have sold over 100,000 licenses to around 200 customers.

The Advantages of Centuri

Today's rising volume of information increases the need to control the flow of information within organizations. Information is exchanged continuously internally as well as externally with customers, owners, suppliers and authorities etc. The communication of information in an understandable, clear and up-to-date way is crucial to an organization's success. Such a need is also often accentuated by external requirements from various standards, e.g. ISO 9001 and ISO 14001.

Centuri simplifies the work with all documentation. Centuri not only attends to presentation, it also actively supports the issue process of documents. The advantages are many, more importantly shorter lead-times from idea to published document, better overviews and simplified updating of information when required.



Easy to find information

For users to realize the benefit of using a document management system, it must be easy for them to find their requested information. Centuri offers personally-defined filtering concepts which provide each user with a personal selection of information and a search facility based on document properties and content.

Easy to produce and update information

Externally and internally, businesses are changing. This means that the information used to control operations must be updated in line with the changing conditions. Achieving this does not mean that the administrative process of changing and distributing information has to be so complicated that it becomes a hindrance. If it were, the organization would risk following a set of non-optimized procedures. Centuri eliminates practical hindrances to document issue by offering solid support throughout the issue process. A well designed interface makes it easy even for inexperienced users.



Product Information - Document Management

Configurable standard product

Centuri is a configurable standard product. Configuration is an important principle for us, rather than adapting the programming of each installation. It means that our customers use exactly the same version of Centuri, which is then configured together with the individual company in order to suit their criteria.

The benefits can be seen in low license and consultation costs, standardized installation and training procedures and hassle-free upgrades.

Stable and reliable platform

The most important component in terms of performance and stability is the database. We have chosen to develop Centuri for the market-leading platform, the Microsoft SQL server, which existing installations have shown to be a wise choice.

Low total cost of ownership (TCO)

Centuri returns a very low total cost of ownership. As a standard product, consultation costs in terms installation, training and configuration are kept to a minimum. Not only that, upgrades to new versions run seamlessly with no local adaptations. Moreover, everyone shares the development costs, resulting in low license fees. Combined with stable databases, the above means Centuri can deliver a very low total cost of ownership.

Typical areas of usage

Control of management systems

Many of our customers initially purchase a document control system to control documents in accordance with the rules set out in e.g. ISO 9001 or ISO 14001. The obvious reason for this is that it is very time-consuming ensuring that the right issue of the right document is made available at the right time.

Typical information:

- Policies
- Procedure descriptions
- Work and control instructions
- Checklists
- Forms and templates

Other controlled documents

An enterprise requires a multitude of different documents, which are not directly linked to quality or environmental assurance, to control activities and the conduct of employees.

Typical information:

- Policy documents
- Rules for employees
- Employee handbooks
- Forms and templates





Product Information - Document Management

Product related documents

Centuri is not a complete PDM system, but it can handle documents relating to various products and processes. Using a simple search function, users can e.g. ask the system to produce all information relating to product X.

Typical information:

- Recipes (food industry)
- Marking and servicing instructions
- Technical descriptions
- Specifications
- Certificates
- User instructions
- Drawings

Budget work

Centuri, with its advanced remittance management function, copes easily with frequently extensive budget work. Calculation documents can be sent around the system for completion before being finally authorized by the document owner.

Typical information:

- Budget documents
- Spreadsheets

Marketing and sales material

Marketing and sales material is the enterprise's external face and should, of course, be uniformly designed and sanctioned by the right people. It is also important that all sales staff work with the latest information.

Typical information:

- Pricelists
- Brochures
- Company presentations
- Product presentations

Distribution of information to external parties

External parties are often interested in certain information, e.g. subsidiaries, distributors, customers, suppliers or authorities. These parties are able to access the relevant documents in a number of ways.

Via the Internet:

If the enterprise has a web server for external visitors, selected parties can be given the right to log into Centuri to search for and retrieve information wherever they are in the world.

Via email:

Users who cannot access the system via the network or the Internet, but who otherwise have an interest in certain documents, can be reached by email. These users are entered in Centuri as 'email recipients' and are sent the right document by email automatically.

Via printouts:

Users who have no access to a computer at all can also be entered into the system as 'hardcopy recipients'. At the distribution stage, Centuri shows all parties requiring a printout of the document. This facilitates control of printouts.

Typical information:

- Instructions
- Drawings
- Technical descriptions
- Specifications
- Certificates

Links to the Internet

Some information concerning the enterprise is produced by other companies or authorities. This external information is often available on the Internet. 'Documents' can be uploaded to Centuri, which, in turn, are also links to web pages on the Internet.



Product Information - Document Management

Typical information:

- Suppliers
- Competitors
- Parent and sister companies, subsidiaries
- Tax authorities

Examples of further areas of application

- Organizational/HR-related information
- Rules of authorization

Frequently Asked Questions

How many documents can the system handle?

The number of documents is unlimited. Centuri has been designed so that the performance and system requirements of a computer are not affected by the number of documents.

Can documents be approved by more than one person?

Yes. The number required is stated for each document type. There are no limits to the number of people required to approve a document, but it is usually one or two.

Is there a free text search function?

Yes.

What are the system requirements?

Centuri requires few resources from both the client and network. On the client side, the general rule is that if a user can run a word-processing program and an email program at the same time with satisfactory performance, they can also run Centuri.

On the server side, the system requirements depend on the database being used and the

- Customer and supplier agreements
- General drawings
- Quotations
- Project documentation
- Timetables
- Requirements and function specifications
- Test specifications/reports
- Memoranda
- Minutes
- Financial analyses

number of simultaneous users, so it is more difficult to give general guidelines.

In terms of network performance, the size of the document is usually the critical factor. If users can retrieve documents with acceptable response times, Centuri can also in principle be run via the same connection.

How does archiving work?

When a new issue of a document is published, the previous issue is archived automatically. For documents which are not replaced by a new issue, the procedure is the same as for issuing a document.

Can the system generate registration numbers automatically?

Yes. Each document type can have its own series of registration numbers.

How can I know whether certain people have received the information?

Centuri registers people who have or have not read a document. This read log is dynamic, which means that new employees receive a list of all documents concerning them which have not been read.



Product Information - Document Management

Can the system insert e.g. a registration number, title and date for authorization in a document?

Yes, provided that the document is in Microsoft Word or Microsoft Excel format. Centuri is also independent of the application used to create the documentation.

Can we use our intranet for publishing documents?

Certainly. More and more organizations are choosing to make all information available via a shared interface comprising an intranet and browser. Thus, it is strategically important for us to offer tools for publishing in this way.

How can I control who has to authorize what?

This is controlled by document type. Centuri can e.g. be configured so that policy documents are only authorized by the MD, while pricelists can have several possible authorizers. The organizational structure can also be used by specifying that a certain type of document must be authorized by the closest line manager.

Can we continue to distribute documents in hardcopy form?

Yes. Centuri supports mixed distribution, which means that a document can be distributed both electronically and as a hardcopy. The person responsible for hardcopy distribution sets the requirements for recipients, e.g. whether the received document has to be acknowledged and whether invalid issues must be returned. We recommend keeping the proportion of documents distributed in hardcopy form to a minimum, as this will keep costs low. However, it is not always possible to distribute all

information electronically, e.g. in the case of procedures which need to be performed in environments unsuitable for computers.

How and where are documents saved?

Documents are stored in the Centuri database. Therefore users do not need to worry about what files are called and where they are stored. Documents are saved in the original format of the application used to create the document.

Can the system handle forms?

Yes, Centuri supports form management. The form itself is issued as a controlling document. The issuer also determines the types of document created when the form is completed. Documents are then easily generated as forms by the user clicking on it.

Do all documents have to be authorized?

No. There are many examples of accounting information which do not require authorization, so Centuri does not require this either.

Further Development

Centuri is continuously further developed in collaboration with our customer, which makes Centuri a living product with functions which users actually require. One of Centuri's strengths is that is a standard product combined with a large installed customer database. This means that a large number of users contribute to the improvement of the same product. Since everyone shares the development costs, this makes it cost-effective for you, the customer.