

TMSWeb Base System

INCLUDES TRAINING & DOCUMENT MANAGEMENT

TMSWeb base system includes a full functioning Document Management and Training Management system which is designed to solve costly problems surrounding compliance to quality standards and regulations.



MAJOR FEATURES	SUMMARY OF FUNCTIONALITY
Individual Activity Tabs for Each Employee	When each user logs onto system, they have an activity page, which lists all activities such as training, reviewing, signing, or other activities they need to complete on a specific document, equipment, drawing or other managed items.
Integration to E-Mail	This feature allows for automatic notification via e-mail to employees of activities such as revision requirements, approval, training and reviewing, re-certification, testing and other important activities. Automatic e-mail reminders for the following: overdue activities with eventual elevation to managers; documents requiring review; and training expirations such as safety and required certifications.
Automatic Updating of Training Records	Once an employee is notified of required training, employee can signoff and training records are automatically updated.
Document Routing	This feature allows for Document Administrators to route the document for reviews and approvals.
Built in Messaging System for Improved Employee Communication	Employees can send messages to each other and to the administrator pertaining to document usage on plant floor.
Progress bar (dashboard) for training status	After individuals logon, a dashboard will display on status of training. Green designates completed; blue designates pending (open training); red designates required but not currently scheduled. Clicking the link below the progress bar displays details of all training requirements.
Check-out Feature	This feature allows for checkout of document so that only one person at a time can edit a document during its change process.
Notes Section	A miscellaneous section where administrator can put unlimited information about a particular document, drawing, equipment or other managed items.
Electronic Signatures	Electronic signatures will be tracked and stored within the TMSWeb database for final signoff of document approvals. This feature meets 21 CFR Part 11 requirements.
Automatic conversion to PDF	If you chose to view documents in a PDF format, the documents will automatically be converted when published. When the document is placed in review, the native format will be used for editing and revisions.
Related Documents - Hyper-linking	Ability to assign relationships with documents to remind you that changes to one document could affect other documents. This provides hyper-linking between documents.
Historical Information	TMSWeb automatic archiving of all historical changes made to documents.
Job Certification	TMSWeb automatic archiving of all historical changes made to documents.

MAJOR FEATURES	SUMMARY OF FUNCTIONALITY
Training Records	Current and Historical training records are stored for easy access. Ability to cross reference current training to specific jobs and tasks.
Job Certification	Easy access to information about who is certified or best qualified to perform tasks or processes.
Training Records	Current and Historical training records are stored for easy access. Ability to cross reference current training to specific jobs and tasks.
Distribution	Ability to track physical copies of all controlled documents.
Activity Alerts	<p>Ability to send alert notifications to users and managers for overdue activities.</p> <p>Ability to send alert notifications for documents requiring review.</p> <p>Ability to send alert notifications for required testing.</p> <p>Ability to send alert notifications for expired training.</p> <p>Ability to send notification to managers when employees in their department have overdue activities.</p>
Unlimited free use field definition	Ability to assign user definable fields to documents. All free use fields are automatically searchable.
Extensive Document Search Functions	Ability to search on all free use fields, text search, last revision dates, next review dates, titles, document types, document status, purposes, document numbers, revision numbers, document locations, review groups, issue dates and more....
Proactive Review Process	TMSWeb can determine which documents are up for review with auto-notification to review group administrator. Proactive review allows the ability to record the review of a document without changing the revision number.
Limit viewing of documents	The ability to limit the viewing of documents without proper permissions and/or current training information.
Viewing third party training tools	TMSWeb is able to publish or link to third party training tools for indexing movies, flash-media or other computer based training files.
Expired Training	TMSWeb has the ability to automatically send notification and/or expired training for areas such as safety training and other types of cycle training.
Content Searching	Ability to go inside word document for key word searches.