

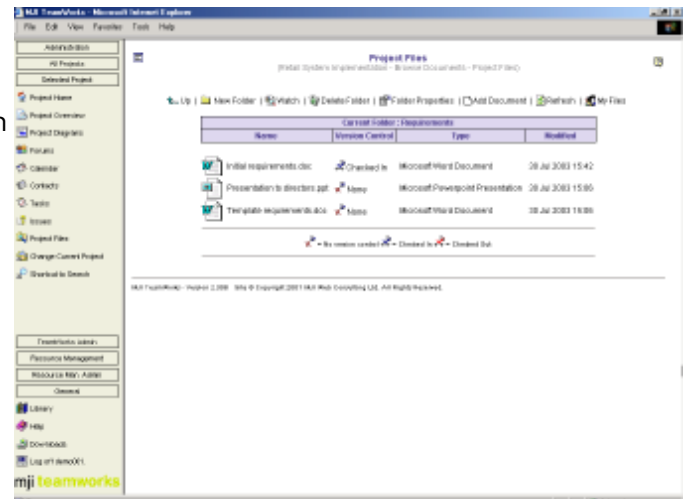
Introduction to the document management module

The document management module of MJI TeamWorks provides a secure central repository for project and organisational documents. This provides teams with a platform for the storage, sharing and publication of documents and electronic media.

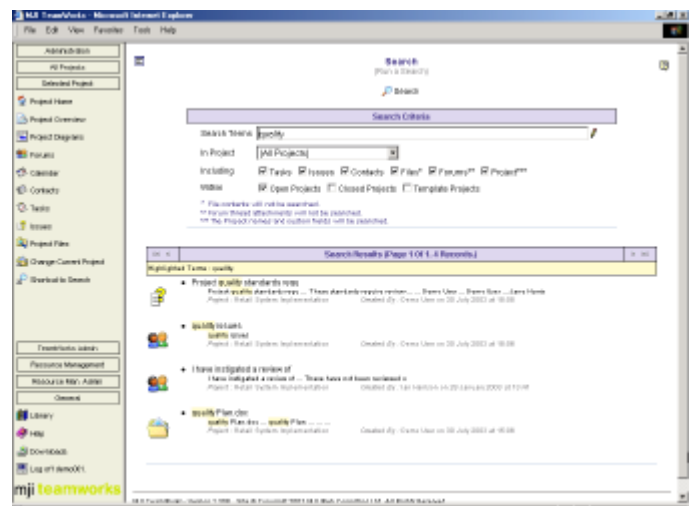
Teams are provided with access to the information they need when they need it. Version control can be applied to documents - therefore preventing conflicting document updates. Versions of documents can be automatically retained and prior versions restored if necessary.

Documents can be stored in hierarchical folders for simplified storage. Visual notification is provided of updates or changes to published documents. A 'park' function allows documents to be quickly moved onto a 'review later' list. Depending on the deployment option selected, documents can be optionally encrypted for additional security.

- Check in and check out prevents conflicting updates
- Ensure teams have access to the information they need when the need it
- Versions of documents can be automatically retained
- Store any form of document or electronic media
- Auditing of document updates
- Restore to previous version of a document
- Optional encryption of documents
- Personal document storage area
- Notification of new or updated documents
- Multiple folder hierarchies
- Control access using user or group permissions
- Access documents from any location with Internet connectivity to MJI TeamWorks
- Store template documents for use by teams



:: document storage area



:: cross project search function

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