

Singlepoint Document Control is designed for the way today's businesses work. Global control, global access and global compliance all with a simple end user experience are the order of the day.

Ten years of working in this area with customers from a variety of industries has given us a unique insight into what businesses want and need in today's world. Even small companies have the need to share documents in a controlled fashion with customers and suppliers, whilst bigger companies also face the challenge of sharing documents across their offices and plants that can be all around the globe.

We hear a two-sided story repeated time after time. On the one hand there are the needs of Company's management: huge numbers of documents, multiple file types, various locations to provide access to and all of it to be controlled and compliant to their industry Quality standard. Then on the other side are the needs of the end user who just wants simplicity and speed and to be able to access the right document at exactly the right time and to be able to do it on the move as easily as they can when they are in the office.

Let's Start With The End User



First of all, Singlepoint DCS is 100% web based, so the user can be anywhere in the world and all he/she needs is a browser and access. The interface is clean and fresh and well laid out for intuitive use and can be switched to any number of languages including Asian and Cyrillic.

We set out to build a system that has every possible search and storage function a user could possibly want. For instance, Filter Folders include search criteria to allow you to narrow your search quickly. There are 3 separate Search functions (Quick, Expression and Full Text).



Parent/Child sub folders allow you to assemble documents into entire Configurations or "Bill of Documents". Then you can combine these search and storage features together which means that searching for documents has never been easier!

Perfect Viewing Every Time

Singlepoint DCS has its own on-board viewing technology called Viewpoint – as standard this tool will do a perfect job of viewing any Microsoft Office™ document by rendering the view of the document as a PDF to the end user. We can apply the same technique for any other file type by simply installing the required software on the Singlepoint server and Viewpoint will do the rest – rendering perfect PDF's views each and every time, producing superb results for images, 2D drawings etc. Singlepoint can also be used with virtually any commercially available 3D viewing software allowing you to bring up the 3D model and (depending on the chosen 3D viewer) rotate, cut and mark-up

The screenshot displays the Singlepoint DCS web application interface. At the top, there is a navigation menu with tabs for Dashboard, Issue Manager, Change Manager, Program Manager, Absolute Reporting, Administration, and DCS. The DCS tab is active. On the left, a 'Category' tree shows a hierarchy starting with 'DCS', followed by 'All Documents', 'My Documents', and 'Document Groups'. The main content area is titled 'DCS : All Documents' and contains a table of documents:

Type	Title	Created by	Created on	Action
Excel File		Synchronology Admin	11/05/2008	
Word File				
Synchronology				
Synchronology				
Insert Vehicle				
Product Image				
Section Image				
Drawing 1				

Below the table, a 3D model viewer is open, displaying a 3D rendering of a vehicle chassis with red and yellow components. The viewer has a toolbar with various manipulation tools like rotate, zoom, and pan.

Built for the Enterprise

Singlepoint DCS uses Windows Sharepoint Services (WSS) as its document repository, giving you vast scalability on a tried and tested industry standard platform that also allows you to benefit from a mature security framework. (WSS comes as standard with Windows Server 2003 and above). Powerful features such as Global Document Properties (for mass management/updating of key document attributes), Global Portal Management, Mass Document Registration and Document Groups will truly place your document administrators in total control of their system.

Quick to Deploy and Fully Integrated into Singlepoint

All of this means your system will be quick to deploy and easy to maintain. Singlepoint DCS is of course fully integrated into the rest of Singlepoint which means you can now combine views and references to documents stored in the DCS into your dynamic processes in Singlepoint making best practice an intrinsic part of what your people do day in and day out.