



Manufacturing Connect

A centralized document management and employee communication portal designed to meet the unique needs of manufacturers.

Manufacturing Connect is an intranet solution developed to support enhanced departmental communication and collaboration, document management and version control, engineering change and quality system compliance in mid- to large-sized manufacturing organizations. Manufacturing Connect is the foundation for the standardization of communication, processes and procedures to ensure consistent and predictable outcomes for internal, as well as external customers.

Product features

Content management: Manufacturing Connect manages information by department and functional area. The intuitive data libraries allow you to organize documents and provide accessibility in an easy-to-find manner. Most organizations have a folder on a shared network drive where work instructions, procedures, forms and other important documents are located. The problem with this is documents are hard to find, unsecured, and you can't be sure the most recent versions are being used. Manufacturing Connect provides a secure, centralized document management framework that provides your employees with the information they need to do their job.

Version control: With all the documentation requirements manufacturers face today, it is imperative that the most recent information is available and identifiable. Manufacturing Connect provides for reliable version control capability, as well as change management documentation. This allows you to ensure your employees have access to only the latest version of your important documents, as well as a historical record of when content was modified and who modified it.

Shared information: Distance measured in miles does not need to hamper communications and accessibility to important information. Content is centrally managed to allow employees access to the information they need, regardless of their location. Manufacturing Connect provides for multi-location companies to standardize processes.

Record retention: In addition to making the latest version of documents available for use, Manufacturing Connect allows you to save each modification as part of version history. This allows you to view the progression of document changes, as well as obtain earlier versions of documents if needed. Workflow rules may also be applied to documents, such as the number of versions to retain, as well as content approval requirements for changes.

Forms management: Provide your employees with easy-to-use forms for various requests and documentation. The forms management capabilities not only provide design capabilities, but also allow for workflow and alert management to ensure prompt notification and processing of the request.

Quality management: The quality management section provides the capability to manage work instructions, audit processes, corrective and preventative action workflow, and change management requirements. Workflow rules can be set to provide email alerts when documents and forms require updating.

Workflow: Whether it is an internal project, required approvals or process requirements, such as a new hire checklist, workflow tools ensure that all details are taken into consideration. Workflow management allows the user to establish process dependencies, assign tasks, force approvals and enforce deadlines.

Security: Security levels can be established for site administration, content contribution and functional assignment. User access is assigned to each member of the organization based upon their functional position. In addition, the departmental sites can have added security for their individual portions. For instance, the human resources site may have some community documents, such as vacation forms, available to everyone, but restrictions on payroll information.

Departmental operations

Manufacturing Connect provides your employees with easy access to productivity tools specific to the needs of each department. By distributing information by functional area, pertinent, direct communication is delivered to each group member. The following are tools that are available by department:

- **Calendars** – Manage important dates across the organization, as well as on a departmental basis.
- **Announcements** – Communication is key—announcements allow you to provide information to employees in an efficient and organized manner.
- **Documents and forms** – Organizing documents and forms by department allows your employees to quickly find and access the information they need.
- **Directories** – Employee, vendor and customer lists can be easily maintained, eliminating paper-based updates.
- **Discussion boards** – Departmental collaboration, especially with multiple locations, can be managed through discussion boards. It allows employees to ask questions, share best practices and disseminate important information.
- **Meeting workspace** – Whether a departmental project, corporate initiative or quality audit, the meeting workspace provides an efficient and organized way to manage your project. Tasks can be assigned to members with expectations and due dates, documents can be shared and checked out, and project calendars can be maintained. With a centralized repository for project activities and deliverables, members stay focused and on task.
- **Surveys** – Are you interested in employee or customer satisfaction? Would you like to know how new products are being accepted? Surveys are a great way to get documented feedback.

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