



## ViewCenter®

- Online document management system
- Simple to install, easy to use
- Seven layers of security
- Fast document access
- Available 24/7



## RECORDS RETENTION

- Optional, add-on application for maintaining retention and disposition schedules
- Ensures compliance with industry and regulatory bodies
- Automated review, release, or destruction of records
- Email notification with options to purge, archive, or place documents on legal hold



## REVISION CONTROL

- Avoid costly mistakes by using the correct revision
- Archive a complete history of document changes
- Present only the latest revision of a document to users



## WORKFLOW

- Route documents through a process for structure and review
- Electronically annotate and redline documents for improved communication
- Automate the document flow using business rules, reducing cycle times

## Document Management Solutions for MANUFACTURING COMPANIES

Manufacturing companies have complex document management system needs: risk management, regulatory and customer compliance issues, document workflows and lifecycles, managing change orders, and supporting products in the field. ICM Document Solutions has served this niche for over 21 years and understands these needs. With a proven track record and historical ROI, ICM has provided solutions to aerospace, semiconductor, automotive, machinery, construction, and many other discrete manufacturing companies across the nation.

A typical manufacturing company has two distinct document types: engineering documents and business records. The ViewCenter® document management solution can handle both. ViewCenter improves processes across business units, from ECR/ECO management for engineering, to ISO compliance measures for the QA department; from revision control for managing drafts/changes to drawings and manuals, to discarding expired documents via records retention. Every stakeholder or department will increase productivity, save money, and have 24/7 access to a web-based document management system. Benefits of ICM's document management solution for manufacturing include:

- Reduces the costs of document retention, storage and access
- Allows off-site audits from agencies such as FAA, ISO, DoD, NARA and SOX
- Protects IP by preventing unauthorized viewing/printing or use of documents with client-based rules
- Reduces embedded operational costs
- Provide product support documents to global service centers, distributors, dealers, partners, and customers
- Streamline the document capture process with advanced scanning, indexing, and bar-coding technologies, allowing end-to-end costs savings
- Provides disaster recovery/backup strategies
- Streamlined compliance processes and audit trails for ISO, ITAR, and AS91001 standards

Combined with any or all of ICM's professional services (Imaging and Scanning, IT Consulting, CAD Drafting and Design, and Technical Documentation), ViewCenter is a powerful business solution, designed to reduce costs, improve efficiencies, and increase compliance.

Call 800-676-4261 or visit [www.icmdocs.com](http://www.icmdocs.com) for more information.