V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM

E.D.P.CENTRE

DEPARTMENTAL HAND BOOK

PROCESSING WORKS IN DMS MODULE
(HAND BOOK NO. QEDP009)

ISO 9001:2015

Issue No.1   Date: 02.01.2018

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V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)

HAND BOOK FOR PROCESSING WORKS IN DMS MODULE
HAND BOOK NO.QEDP009

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REVISION SHEET

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Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	30.6.2003	Implementation of QMS in EDP (ISO:9001:2000)
2	2	15.2.2010	Due to changes from ISO:9001:2000 standard to the new version ISO:9001:2008
3	3	24.2.2012	Due to renaming of Tuticorin Port Trust as V.O.CHIDAMBARANAR Port Trust.
4	4	03.02.2016	Change of Manual after ERP implementation
5	1	02.01.2018	Change of Manual after IMS implementation

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PROCESSING WORKS IN DMS MODULE
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ABBREVIATIONS		
SAP	:	Systems, Applications and Products
DMS	:	Document Management System

PROCESSING WORKS IN DMS MODULE

Procedure	:	Features in Document Management System
Authority	:	Financial Adviser & Chief Accounts Officer
Responsibility	:	DPO(MV)

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Purpose

In recent years, the increasing complexity of products has led to increasingly complex development tools, such as computer-aided design (CAD) systems, and more advanced production processes, such as computer-aided manufacturing (CAM) systems. CAD and CAM tools have been used to optimize production times and quality.

As this process becomes more complex, the systems for managing the technical documents involved need to be more sophisticated. The many different procedures for describing products (such as design drawings, photographs, and texts) mean that there is a huge increase in digitally stored data. The quality and availability of documentation is becoming increasingly important. The Document Management System (DMS) in the SAP System offers the following advantages:

- If you link document management to computerized development and production systems, you avoid data redundancy, maintain consistency of data, and minimize the workload involved in entering and updating your data.
- In order to use large databases to the full, you need to be able to exchange data quickly and securely. You can access your data directly using electronic search tools, or find documents using known parameters. You can also search for and display documents (original application files) via the Internet/ intranet.By reducing access time and the workload involved in routine tasks, you can lower your costs considerably.
- You can use document distribution to distribute documents that are managed in the document management system (DMS) either manually or automatically according to company-specific processes. This ensures that the employees responsible or external partners can view or process up-to-the-minute information.
- Stricter product liability laws mean that it is becoming increasingly important to archive documents during the life cycle of a product. The quality of a product includes the production process and the whole organizational environment, as well as the product itself. A company that wishes to be certified for quality management (ISO 9000 to 9006) can only meet strict quality requirements by using high-performance document management functions.

SAP Document *Management* meets all these complex requirements. In addition to managing documents, it also coordinates document processing. You can automate the entire life cycle of a document: from document creation to document storage, from access to update. Each document can be accessed immediately from any computer in the network.

Integration

The SAP Document *Management* comprises a range of functions for managing documents that may be stored both in your SAP System and external systems. The following graphic shows objects that you can maintain documents for in the standard SAP System.
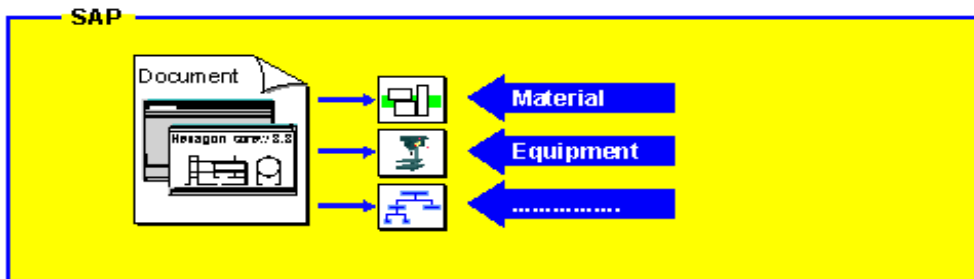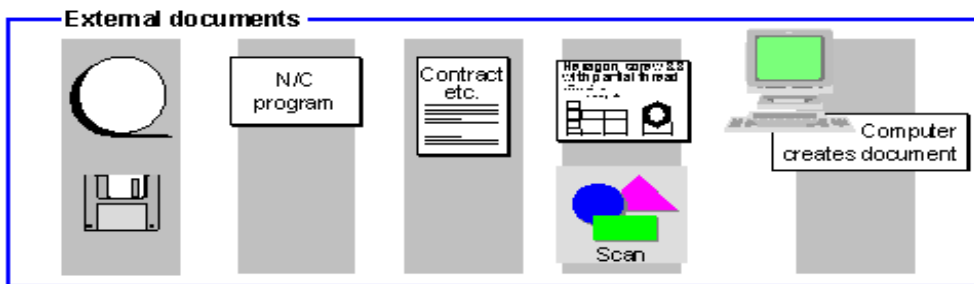
Features

SAP Document *Management* offers you a wide range of functions for managing product documentation and ensuring problem-free data exchange between different applications.

See:

Example: Processing Functions

The integration of *Document Management* in many SAP System applications and its functions for interfaces to external systems, mean that you have many different ways of processing documents. Because of this deep integration, *Document Management* is one of the central functions within *Logistics.*

The following graphic shows the integration of *Document Management* in the SAP System.
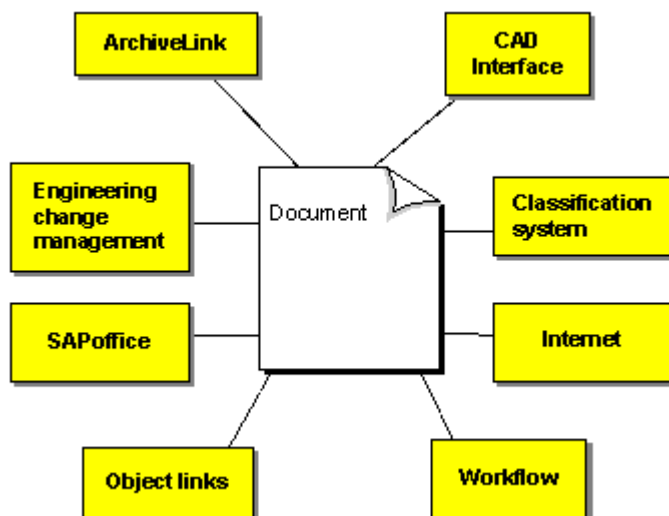
Deep integration in the SAP System affords a wide range of functions and many options are open to you for configuring your system to meet your company's specific requirements. *Document*

Management can be adapted to suit the needs of different user groups and industry sectors.

The following sub modules are covered under VOC Port DMS module:

- File Tracking.
- Vendor billing statistics
- Library Management.
- Right to Information Act.
- Legal Data Maintenance.
- Vigilance related documents.
- Digitalization of documents.
- Audit remarks details