Documents

Now you can let your experts be experts and everyone else can get on with the task at hand.

IQ LINK is not a document control system. Instead, it connects to practically any system you already have (including Documentum, SharePoint, Lotus Notes—even a simple Windows file server) and provides an incredibly usable, simple interface to access the latest approved versions of your documents.

Documents is driven by metadata as simple or complex as you choose to make it—meaning you only need to sort your documents once to catalogue the file in multiple places in the interface.

Some users prefer to search for documents, others prefer to browse. IQ LINK provides all that power to your users, whether they're accessing IQ LINK via your intranet or a touchscreen kiosk.

IQ LINK

YOUR SYSTEMS, SIMPLIFIED

Ensure your workforce is on the same page with Documents.

You shouldn't need training to access the latest approved version of a document.

It's amazing that in this day and age, many companies continue to operate solely from hard-copy documents. It's even more concerning when those documents represent critical procedures or safety guidelines that may have been updated.

But it's just as unreasonable to expect your staff to read a twenty page procedure on a computer screen.

IQ LINK provides the best of both worlds—users can retrieve documents from the friendly and intuitive IQ LINK Documents interface and display them on-screen, plus they can print those documents out without needing to know how to use a mouse, Windows, or a Page Setup window. The really clever part is that IQ LINK can print a unique barcode on each document that allows users to quickly verify if their hard-copy document is still valid.
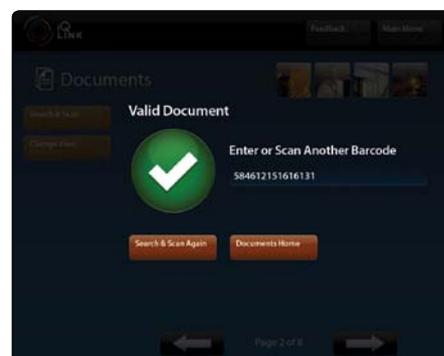
IQ LINK tracks a huge amount of usage metrics to help you understand how your workforce uses documents, providing you with easy-to-read charts and data. You're able to easily determine where and when a user last validated a certain document, to get a list of all your most viewed documents and see what users are searching for.

Now you're able to ensure your documents are always at hand.

KEY FEATURES

- Only show the latest copy of each document so there's never any confusion.

- Connects to practically any document repository you already have.

- Allows users to find, view and print documents regardless of their computer literacy.

- Search for documents by title, metadata information or content in the entire system or just within the current folder.

- Thumbnails make it easy to find a specific document in a list.

- Customisable printed watermarks.

- Quickly scan a printed document (or many) to ensure they're all still the latest approved version.