

# SuiteFactory™

## SuiteFiles™

### A Document & File Control Module

A Add-On Module for Adding & Controlling Documents & Files  
 Part of an Integrated Family of SuiteFactory™ Business Aware™ Modules  
 For Windows 7™/Windows XP™ including Terminal Server Support

SuiteFiles™ is a database-driven module that provides capability to add Control Documents & Files to SuiteFactory™ for specific tasks, projects, manufacturing operations, etc.

These Controlled Documents & Files can then be either placed into SuiteFileCabinets™ or if you are using SuitePacs you can then add these Controlled Document & Files into the Controlled Packet Container.

Note: You can then retrieval of any these Files & Documents using SuiteSearch™.

## SuiteFiles™ An Integrated Secure File Management Module

The image displays three overlapping screenshots of the SuiteFiles software interface. The top-left screenshot shows the 'Manage Controlled Documents' window with a table of documents. The top-right screenshot shows the 'Select Controlled Document View Mode' dialog box. The bottom screenshot shows the 'Manage Controlled Documents' window with a 'File Cabinets' tree view on the left and a table of documents on the right.

| Name  | Version | Size   | Type | Out | Check |
|---|---------|--------|------|-----|-------|
| 10 STEPS TO WIRELESS LAN SECURITY               | 1       | 263539 | pdf  |     |       |
| 21 CFR 11 FDA Electronic Records and Signatures | 1       | 51951  | pdf  |     |       |
| 21CFR11 Final Guidance September 2003           | 1       | 220094 | pdf  |     |       |
| 21CFR211.180                                    | 1       | 3610   | txt  |     |       |
| 21CFR820.70                                     | 1       | 5317   | txt  |     |       |
| 2DDRAWINGWEBFORMAT.DWF                          | 2       | 32190  | dwt  |     |       |
| 2DDRAWINGWEBFORMAT.DWF                          | 2       | 226816 | dwt  |     |       |

Standard:

**SuiteFactory™ User**

**Login Security**

Provide your Company with Secure User Logins:

- Administrators controls who can access any item and to what extent.
- Administrators can Create any number of Users
- Administrators can Create User Groups with different Rights Limiting User's Access
- Administrators controls over 100 Rights

## SuiteFiles™ Basics

### SuiteFiles's™ Basics Include:

- Business Aware™ Technologies (Real-Time Event Capture & Reporting)
- SuiteFileCabinets™
- SuiteSearch™
- SuiteReports™
- SuiteEMail™
- SuiteCitrix™
- SuiteErrorLog™
- Ability to Manually Import any Document Into SuiteFactory™ Secure Database
- Ability to Automatically Import any Document Into SuiteFactory™ Secure Database
- Ability to View any Documents with a Native or Optional AutoVue Viewer

## SuiteFileCabinets™

### SuiteFileCabinets™ is an Organization Tool so you Can:

- Create a Controllable Hierarchy using "Virtual File Cabinets"
- Create as many Secure "Virtual File Cabinets" as needed
- Create as many Secure: "Draws", "Folders" & "Sub-Folders" as your needs require
- Drag & Drop in your Documents into "Virtual File Cabinets"
- Automatically Import your Files & Documents into "Virtual File Cabinets"
- Click on any Document in the "Virtual File Cabinet" for an Instant View(s)

## SuiteSearch™

### SuiteSearch™ allows Creation of Meta Data Fields so you Can:

- Create and Populate Keyword Fields
- Create and Populate Text Fields
- Create and Populate Pick-List Fields
- Create and Populate Date Fields
- Create and Populate Boolean Fields
- Create and Populate Note Fields
- Use SuiteSearchEngine to Locate any Files, Documents or Packets

**Note:** The SuiteSearchEngine can be quickly configured to search for any Files, Documents or Packets using the Meta Data Defined and Populated by you.

## SuiteReports™

### SuiteReports™ provides File Histories which Report:

- Controlled Document File History sorted alphabetically, oldest to newest
- Controlled Document File History sorted alphabetically, newest to oldest
- Controlled Document File History sorted by id, oldest to newest
- Controlled Document File History sorted by id, newest to oldest
- Etc.

## SuiteEMail™

### SuiteEMail™ Allows Users To:

- Email Documents to User (Converts to Folder Structure)
- Email Documents to Distribution Group (Converts to Folder Structure)

## SuiteCitrix™

### SuiteFiles™ directly supports Citrix so You Can:

- Load SuiteFiles™ on a Few Servers Deploy to Many Clients
- Access SuiteFiles™ Securely Internet Wide
- Reduce Cost of Ownership since SuiteFiles™ is Citrix Compliant
- Access SuiteFiles™ using PCs, Smart Phones, Blackberries, et.

## SuiteErrorLog™

### SuiteErrorLog™ No Finger Pointing since SuiteErrorLog Captures:

- Software Bugs
- Hardware Problems
- Network Problems
- The what, where and when

**Note:** SuiteErrorLog™ Knows What, Where & When it Happened and

**Intercepts, Records and Notifies you of all Errors.**

**Options & Upgrades:**

**SuiteFiles™ Options:**

**SuiteFiles™ Options**

- Additional SuiteFileCabinets Licenses
- Additional Document Sessions (SuiteFiles Access from additional Workstation)
- Additional Workstations (General Access for Shop, Engineering, Administration, etc.)
- Additional User Groups (Provide User Rights for Secure Access to SuiteFiles)

**SuiteFiles™ Upgrades:**

**SuiteFiles™ Upgrades**

- SuitePacs™
- SuiteTracker™: History Logging and File & Document Tracking & Reporting
- SuiteCharts™: Real-Time Intelligent Interactive Charting
- SuiteDocumentControl™: SuiteFiles, SuiteFiles, SuiteThirdPartyTools & SuiteSearch
- SuiteLanguage™: Managing Menus, Managing/Creating new Languages

**For more information call, Fax, email or visit our web site:**

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