

## How it works

### Documents

Prepare all of your documents that are currently stored on paper, or on an intranet based system, in an on-line paperless application.

### Create manual

Use Mango's user configurable Documents module to create a layout that suits your requirements. Define manuals, sections, and procedures using your organisation's standard terms.

### Data input

Using Mango's built in word processor your documents can be created and saved online without the need for word processing software. Images, flow charts, and other files can be directly imported into the document, or cross linked.

### Cross linking

Add cross linking between documents, forms, and other files that will automatically update when documents are updated. No more broken or invalid links.

### Data uploading

Uploading files, images, and other files is a breeze using Mango. Once uploaded, files can be arranged within the documents manual to fit your current process flow. Files uploaded can be linked across the system.

### Document control

Single source document control is paramount to any organisation. Rest assured your documents are only write accessible by authorised employees and administrators.



## Documents Module Overview

Have everyone reading from the same page.

All organisations suffer from the same issues when it comes to documentation and information control. Maintaining document control and ensuring employees are using current versions can be a full-time job, incurring large compliance costs.

Organisations with multiple sites around the country or the world need a comprehensive document management system that ensures each branch is working from the same set of procedures.

### Mango Document Management Solution

The Mango Documents module addresses the main issues associated with document control. With Mango, there is only one controlled manual and forms master - and no hard copies to update. When authorised, procedures are easily changed and instantly available to all users across your organisation.

Whether you have one office or a hundred, allowing authorised individuals instant access to critical documents decreases red tape and confusion. When you add documents, images, flowcharts or files, Mango can cross-link manuals and automate future updates. Updating the document, image, flowchart or file simultaneously updates the entire manual. There are no more dropped links, checking or re-linking.

Document sign off is configurable using the System Administration module - providing workflow management.

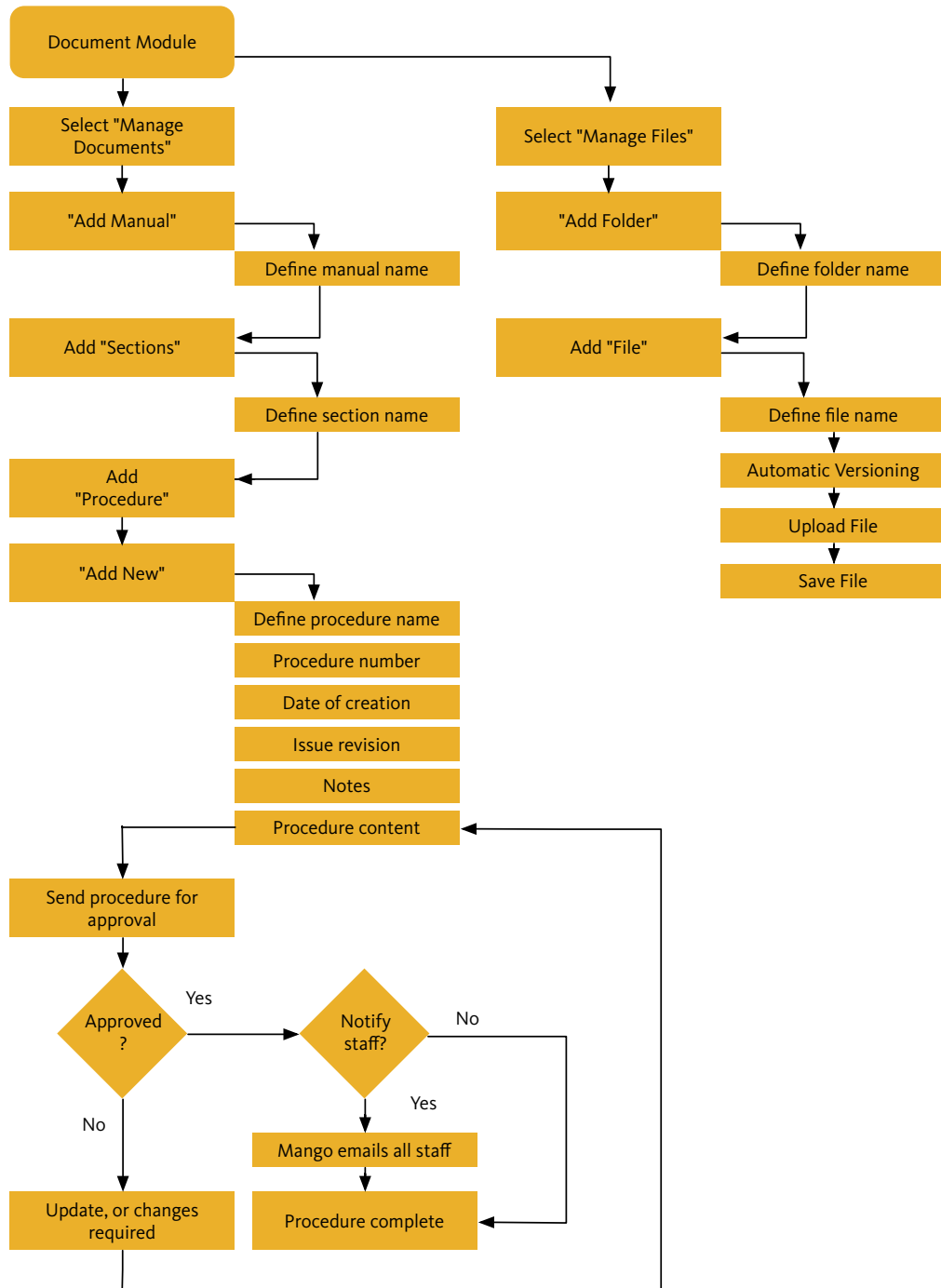
### With Mango You Can:

- ◆ Maintain one controlled copy of each document, meaning there are no hard copies to continually update.
- ◆ Easily change documentation.
- ◆ Easily perform updates and instantly make the new document available to all users.
- ◆ Access all documentation from any computer connected to the Internet.
- ◆ Notify all employees of changes.
- ◆ Embed links to documentation, upload files and links to websites.
- ◆ Easily incorporate current company documentation.

### The Document Management Module addresses:

- ◆ Sections 2-8 and 10-16 of the ISM code.
- ◆ Clauses 6.2, 6.3, 6.4 and 5.5 of the ISO 9001 standard.
- ◆ Clauses 4.4.4, 4.4.5, and 4.5.4 of the ISO 14001 standard.
- ◆ Clauses 4.4 and 4.5 of OHAS 18001.
- ◆ Clauses 4.4 and 4.5 of AS/NZ 4801.

### Document Module Flow Chart



### Examples

#### Operations Manual

Store your organisation's complete compliance manual within Mango to provide worldwide access, for important organisational procedures.

#### Quality manual

No more paper based procedures and ad-hoc document storage. Have one set of viewable, access restricted documents for ease of compliance, and auditing.

#### Records

Reports, inspections, and maintenance procedures can be stored in Mango's Documents module providing a comprehensive record of compliance.

#### Reviews & meetings

Create minutes for important meetings and store these in Mango's Documents Module.

#### Maintenance

Store specific maintenance procedures, forms and records in Mango's centralised Document module.

#### Training procedures

Store training procedures and job functions for multiple sites in one central location.

#### Standard operating procedures

Ensure all local and international branches are working from one set of standard operating procedures.