

How it works

Documents

Prepare all of your documents that are currently stored on paper, or on 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 company 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.



Document Management On The Go

Single source document control for ISM compliance

All companies 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.

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

Mango Document Management Solution

The Mango Document 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 authorized, procedures are easily changed and instantly available to all users across your organization.

Whether you have one office or a hundred, allowing authorized 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:

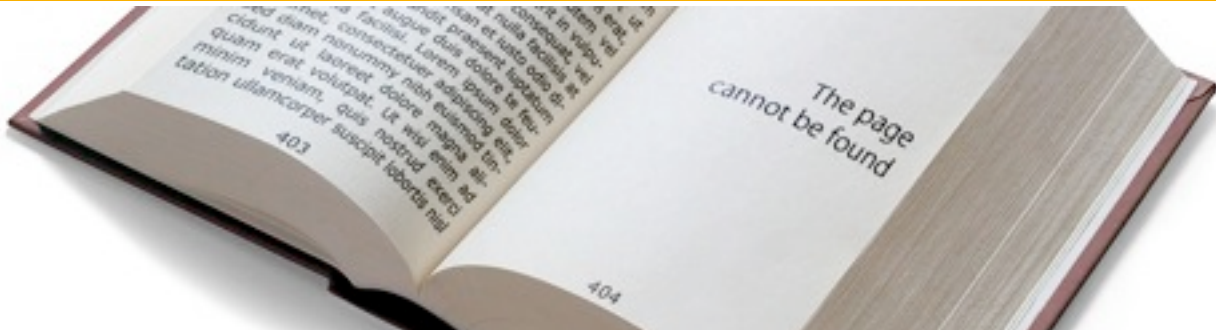
- ◆ Maintain one controlled copy of each document, meaning there are no hard copies to continually update.
- ◆ Easily change documentation.
- ◆ Updates are easily performed and instantly available to all users.
- ◆ All computers can access all documentation.
- ◆ Notify all staff of changes.
- ◆ Embed links to documentation, upload files and links to websites.
- ◆ Easily incorporate current company documentation.

The Document Management Module:

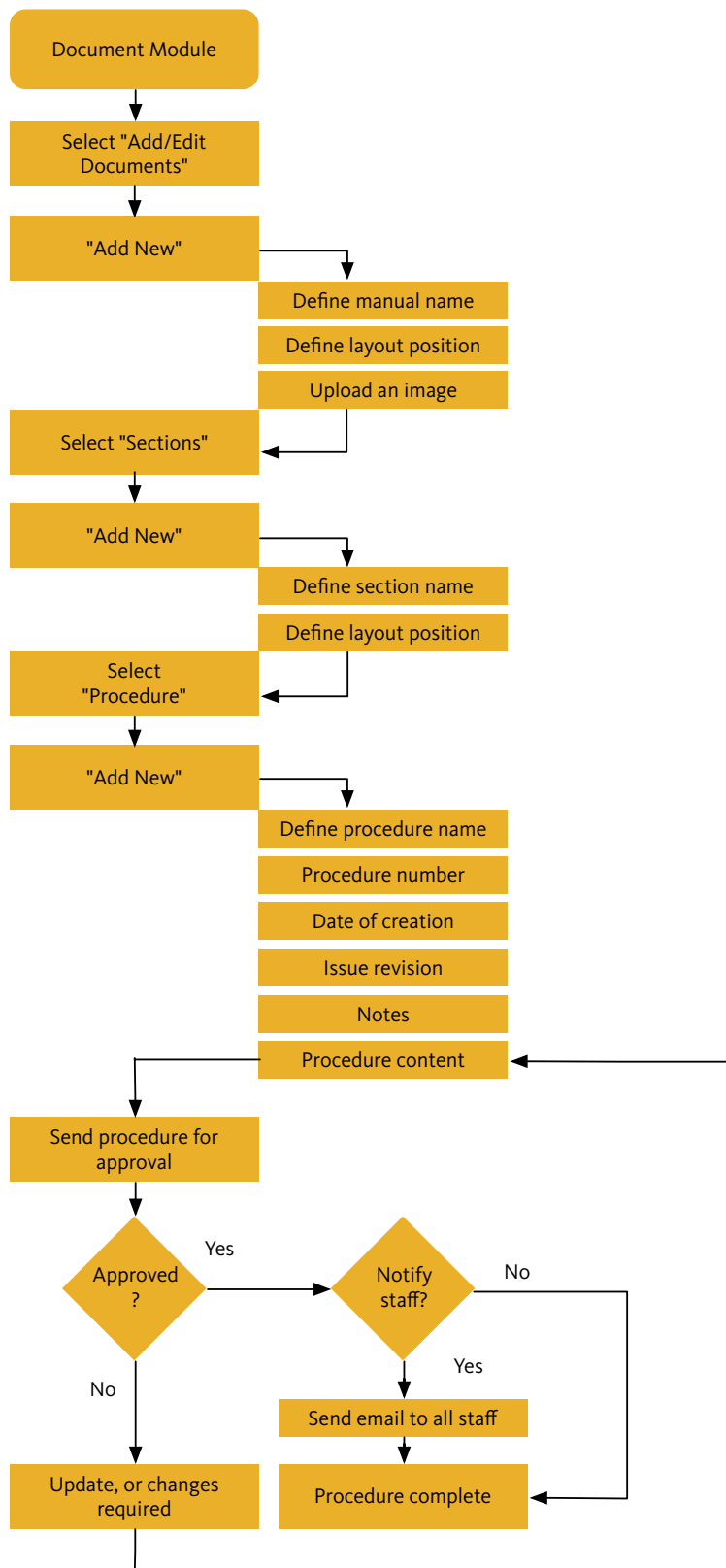
- ◆ Addresses sections 2-8 and 10-16 of the ISM code
- ◆ Addresses clauses 6.2, 6.3, 6.4 and 5.5 of the ISO 9001 standard
- ◆ Addresses clauses 4.4.4, 4.4.5, and 4.5.4 of the ISO 14001 standard
- ◆ Communicates changes quickly to all or selected areas of your business

Contact Details

For a demonstration, please go to www.mango-live.com, and contact your local agent.



Document Module Flow Chart



Document Examples

ISM manual

Store your company's complete ISM compliance manual within Mango to provide worldwide access, from both ship and shore, for important company procedures.

Quality manual

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

Vessel records

Master's reports, ship inspections, and maintenance procedures are stored in Mango's document module providing a comprehensive record of each vessel's compliance.

Reviews & meetings

Create minutes for important company meetings and store these online.

Vessel maintenance

Store vessel specific maintenance procedures, forms and records in Mango's centralized document module.

Training procedures

Store training procedures for multiple vessels, and job functions in a central location.

Standard operating procedures

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