DocControl

User Guide

Contents

Introduction

DocControl is a document management system that has been developed to provide intuitive, responsive, and straightforward electronic file management. The system offers the flexibility to set up various file structures per project/study/regulatory specifications. The general file structure consists of a vertical arrangement: Document Tree, Document Groups/Sub-Group folders, and individual documents. The Document Tree is the overarching high level list of Document Groups that may, as needed, be assigned as various projects/studies, regulatory requirements, SOPs, and etc. A Document Group folder is a container for files. It may also contain document sub groups for more granular organization.

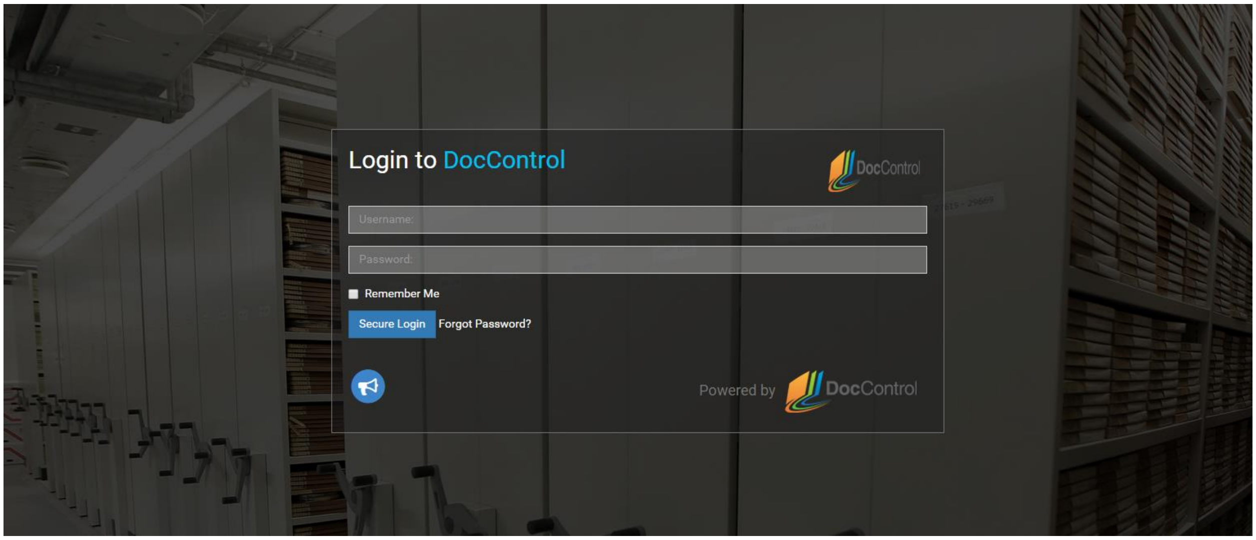
DocControl has three access levels: Administrators, Users, and Viewers. Administrators have full access to the system. They create and manipulate Document Group folders within the Document Tree and set the access permissions of users and documents.

A user has defined access to certain Document Group(s) for which they have read or write permissions. Users can add documents to folders to which they have write privileges. A viewer has read only access to certain Document Group(s) assigned by an Administrator.

DocControl is capable of displaying all versioning and revision history for each document that has been revised/updated/renewed. A full audit trail is built-in feature to be in compliance with FDA 21 CFR Part 11. Previous document versions are retained and archived documents may be accessed with appropriate permissions.

DocControl features a built in PDF convertor with the ability to generate custom header pages and insert footers and watermarks on each page. The system converts an uploaded document into PDF format and inserts a header page with detailed document property information. The system also has the option to add watermarks and footers to each page of the document. These settings can be customized within a Document Group folder or at the individual file level, as required.

Login Page



DocControl Domain: The DocControl Login page for your application will be a custom domain provided by you at the time of sign-up. E.g. http://app.doccontrol.com/researchdx. Enter the link in your browser or select from your bookmark to open the Login Page.

The blue microphone icon allows you to see a list of System Notifications about Product Updates.

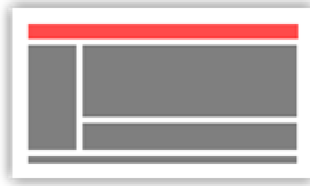
Logging Into DocControl: Type in the assigned Username and Password in the respective fields. These are provided in your welcome email.

If you forget your password, click the '**Forgot Password**' button, and follow the steps under Forgetting Your Password.

Upon logging in, the browser will automatically redirect to the dashboard.

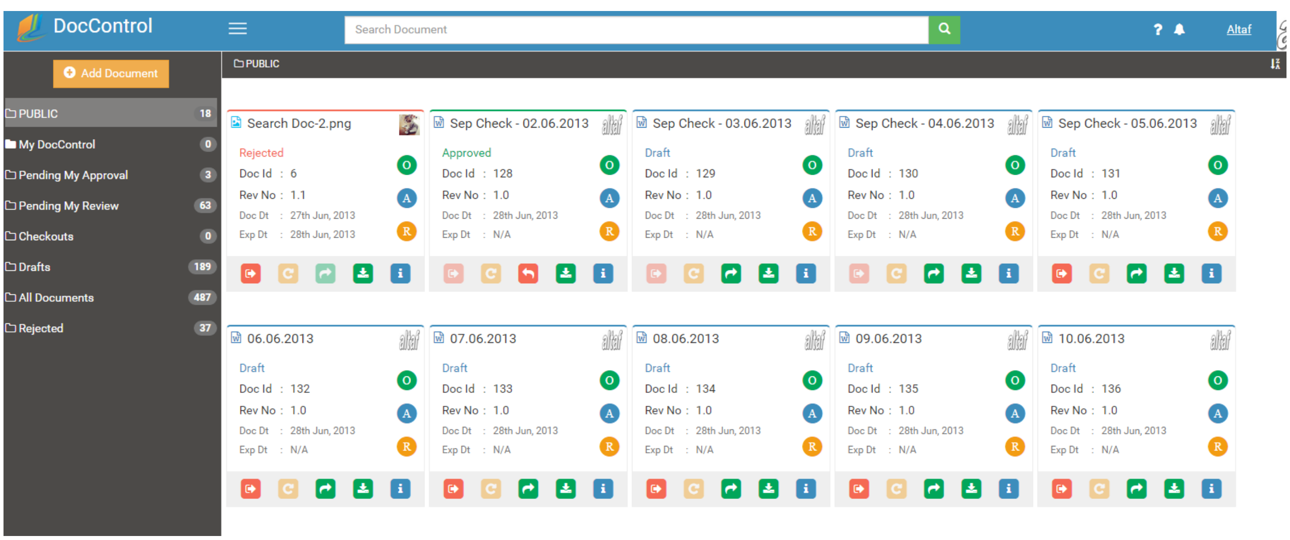
The Main Page

Main Page: The dashboard is the main screen of DocControl and provides an overview into the entire system and has options to access various screens.



Top Panel: The menu bar above the dashboard contains the search field, the add document and admin menu buttons, the pending notifications counter, and the drop down menu. At the top right corner of the window, users can access their profile by clicking on their name. They can also log out from the drop down menu.

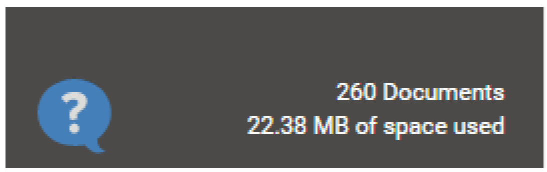
1. let you Close the left side bar
2. Search Document option lets you do an unfiltered search across all documents you have access to.
3. The lets you access the Help Panel.
4. The lets you see system generated notification assigned to you.
5. Your Username and Photo Icon let you access your Profile page to update any information about you or your account.



Document Tree. The document tree lists all of the Document groups the user has read access to. Any Groups or Documents the user does not have permissions for are hidden from view. Document groups with a icon next to them contain additional document groups. Click on the icon to show these sub document groups. The Document tree also contains **Quick filters.** These are shortcut links that filter the dashboard to show all of the documents that meeting the following criteria. The number of documents meeting each criteria appears within the parenthesis at the end of each label.

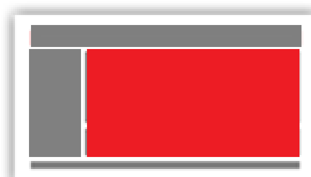
- Pending My Approval – documents that require your approval
- My Checkouts – documents you own that have been checked out by you
- My Drafts – documents you own in the draft state
- All Documents – documents you have read access to
- My Rejected Documents – documents you own in the rejected state
- Pending My Review - documents you have been assigned to read and review

Lower end of the side bar shows you the total number of Documents you have access to and also the total space used by your documents. A help icon is also provided to access the help menu.



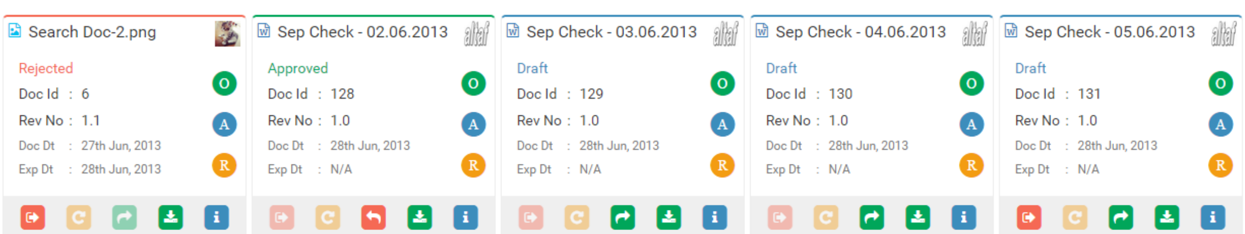
Dashboard: The dashboard shows all of the documents within a group selected from the Document Tree or query applied from the Quick Filters. The dashboard displays information about each Document and provides links to the PDF copy and any actions a user can perform.

Clicking on the PDF icon will open the corresponding document in a separate browser tab. Uploaded documents must be approved before they appear on the Dashboard. A permitted user may click on the checkout icon to revise/update the document.



The documents can be listed in 2 ways:

1. The Grid View



2. The Listing View

ID	Document	Rev	Author	Date	Status	Information	Actions
6	Search Doc-2.png	1.1		27th Jun, 2013	Rejected	O A R	
128	Sep Check - 02.06.2013	1.0		28th Jun, 2013	Approved	O A R	
129	Sep Check - 03.06.2013	1.0		28th Jun, 2013	Draft	O A R	
130	Sep Check - 04.06.2013	1.0		28th Jun, 2013	Draft	O A R	
131	Sep Check - 05.06.2013	1.0		28th Jun, 2013	Draft	O A R	
132	06.06.2013	1.0		28th Jun, 2013	Draft	O A R	
133	07.06.2013	1.0		28th Jun, 2013	Draft	O A R	
134	08.06.2013	1.0		28th Jun, 2013	Draft	O A R	

The Main panel has options on the top right lets you sort documents alphabetically and let you switch between Grid and Listing views.
The sorting option lets the user sort the documents by ID, Name, Author and Date Approved.

Sort By ID ✔

Sort By Name

Sort By Date

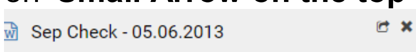
Sort By Author

Document options: For each document the grid / list view shows the following options:

1. Name of the Document
2. Status of the Document
3. Document Owners Photo Thumbnail
4. Document Status as Rejected or Approved
5. Document Id / Revision Number / Document Date / Document Expiry Date
6. O on click it shows the owners of the document
7. A on click it shows the approvers of the document
8. R on click it shows the reviewers of the document
9. This icon allows you to check-out the document. On click it asks for a confirmation before checking out the document.
10. This icon allows you to check-in the checked out document.
11. This icon lets you revert the check-out.
12. This icon lets you request for an approval or request a retirement based on the color being red or green.

Document Properties. Extended document details appear under Document Properties when a document is selected from the dashboard using the  option. Complete ownership and history of the document is provided in the panel along with Document Status.

Note: You can access the document details by clicking on '**Small Arrow on the top right corner"**



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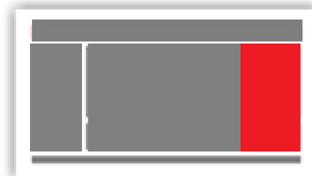
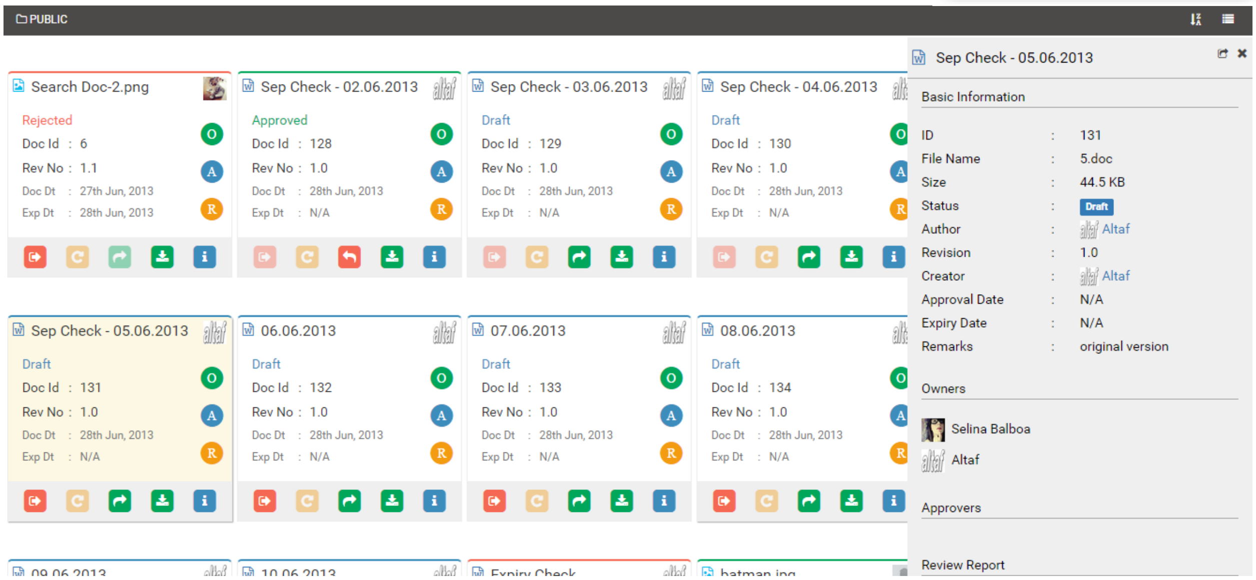
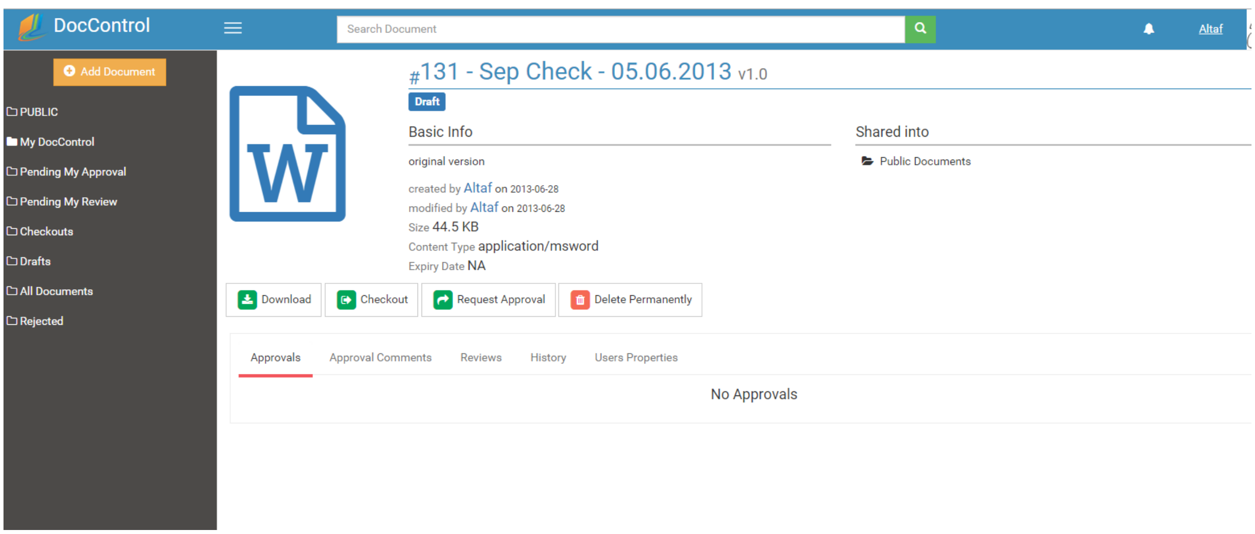




Document Details Page

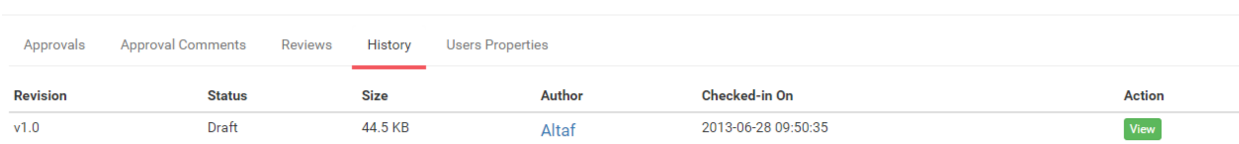
The document details page displays information about a selected document. To access the document details, select a document from the dashboard using the icon and click on the arrow button from the document information top bar.

Document properties will be listed under the Document Details heading. From this page, users can check a document's ID, status, creator, or version number. In addition, users can view any currently assigned owners and approvers and the approval status of the document. Depending on a user's access level, they will be able to see any approver comments and click on links to perform various actions on the document.



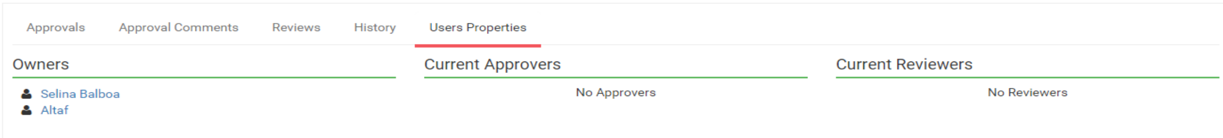
The following is a list of possible user actions that appears under the document details

1. Download: Option to download the most recent approved version of the PDF version of the document.
2. Checkout: Option to checkout document for editing.
3. Request Approval: Option to request for approval for a new checked in document.
4. Delete Permanently: Option to delete the document from the system.
5. Approvals: List of all approvals the document has received by user and date.
6. Approval Comments: Comments provided by approvers.
7. Reviews: List of reviews provided for the document by the reviewers.



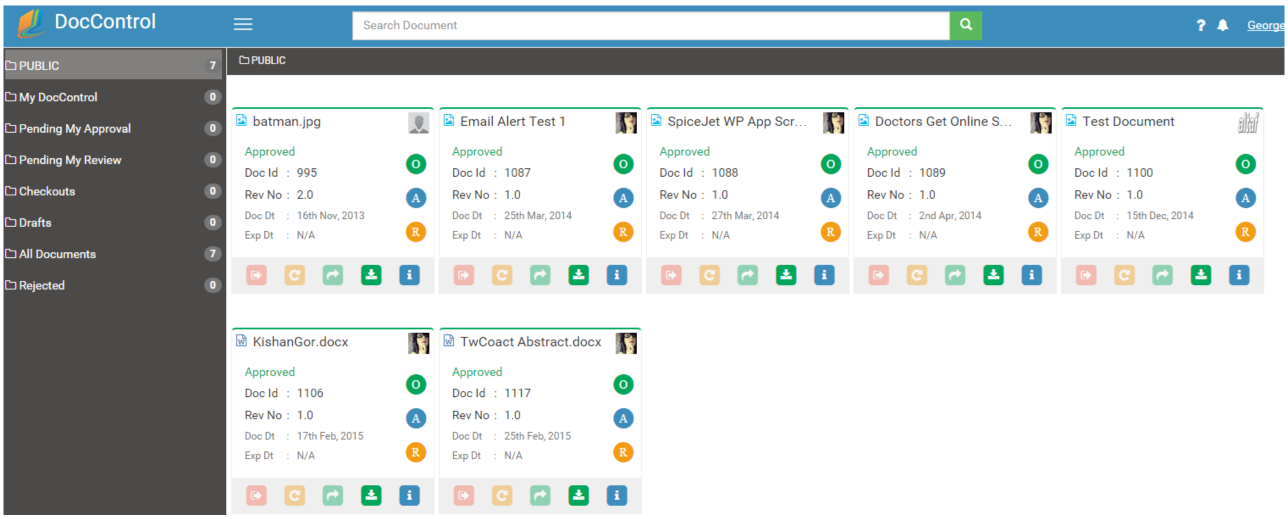
Revision	Status	Size	Author	Checked-in On	Action
v1.0	Draft	44.5 KB	Altaf	2013-06-28 09:50:35	View

8. History: List all prior versions of the document with check-ins and check-outs.
9. Users Properties: Users attached to the document as owners, approvers, and reviewers



Viewer Access

A viewer account has the lowest level of access. They inherit access to the Public Documents document group, and they can be assigned Read Only access to other

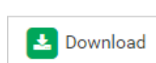


Document Groups or Documents by an administrator. They cannot be assigned the rights to upload, edit, or approve documents.

Viewing Documents

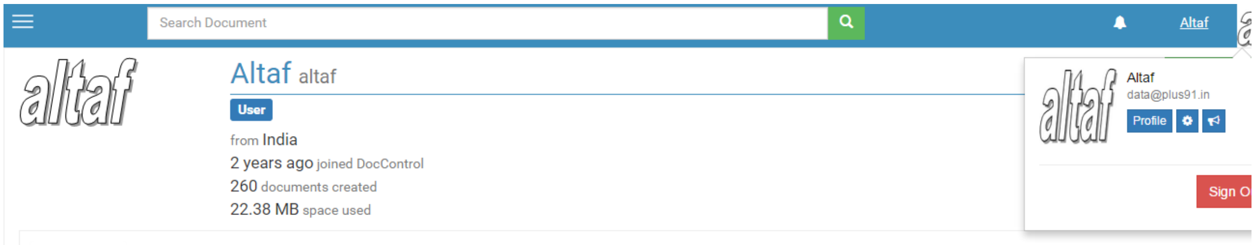
Viewers may access document groups and view any document they have been assigned Read access to.

To view a PDF:

1. Select the document group containing the document from the document tree
2. Select the document from the Dashboard
3. Do one of the following:
    - Click view PDF icon  from the Document listing on Dashboard
    - Click the Download icon  on the Document Details page.

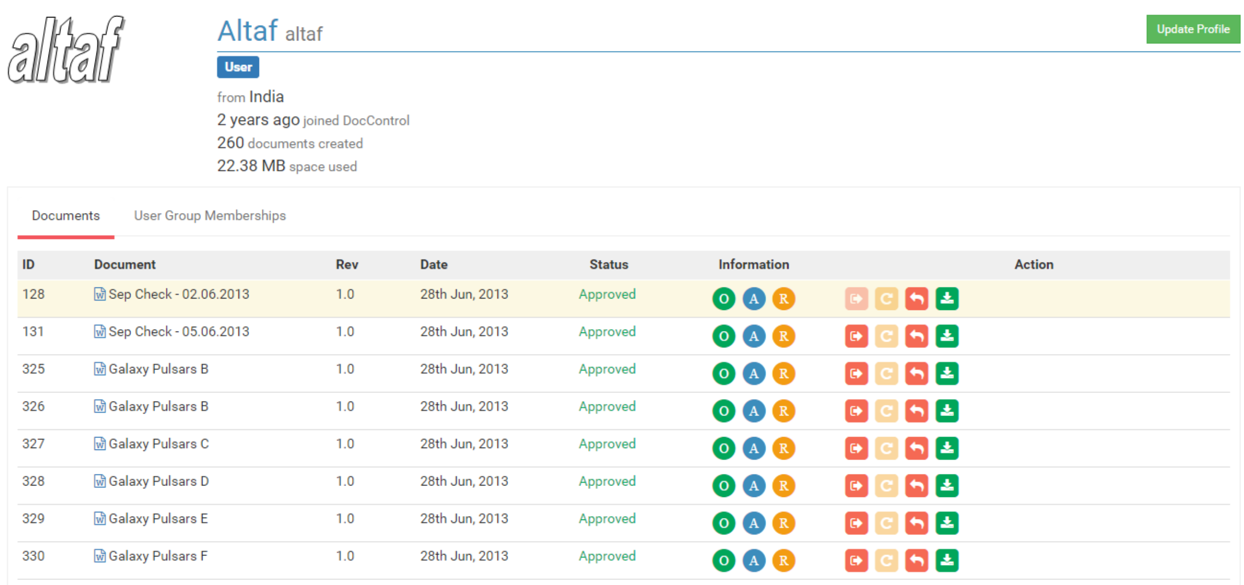
Profile Management

The profile drop down menu contains options to access and update your profile, see the main screen, see notifications and sign-out.



Profile Page: All users can click on their name next to the drop down menu or Profile button in the dropdown menu on clicking their thumbnail icon to view and update their profile.

The top of the page shows information about when the user joined, the number of documents a user has access to, and the amount of disk space in bytes the user is using. It also shows the option to update profile on the top right corner.



The bottom of the page shows a document list with options to manage the documents. It also shows on tab a list of the User Group Memberships the user has access to.

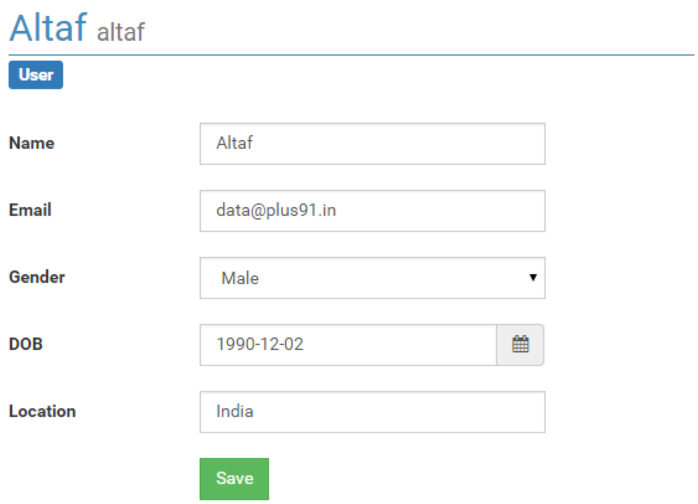
Update Profile

Users can update their profile information: name, email, gender, date of birth, country and profile picture.

To update a user profile:

1. Click the name corresponding to the account left of the profile drop down menu at the top
2. Click on ‘**Update Profile’**
3. Update the fields corresponding to the information you want to change

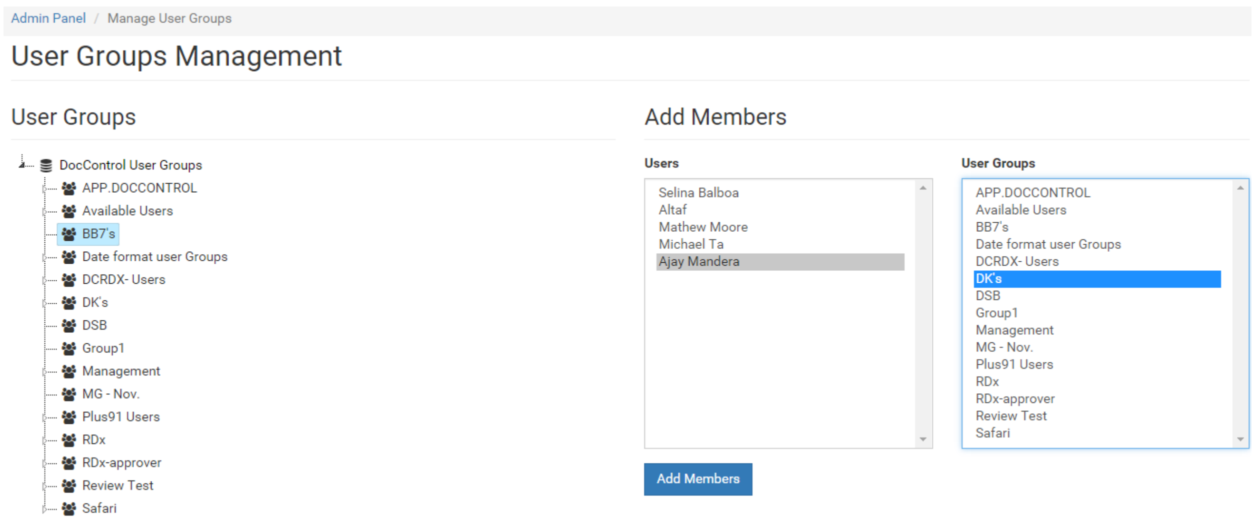
Note: To update your profile picture, click on the portrait and choose a valid image format from your desktop



4. Click on ‘**Save** to save your changes.

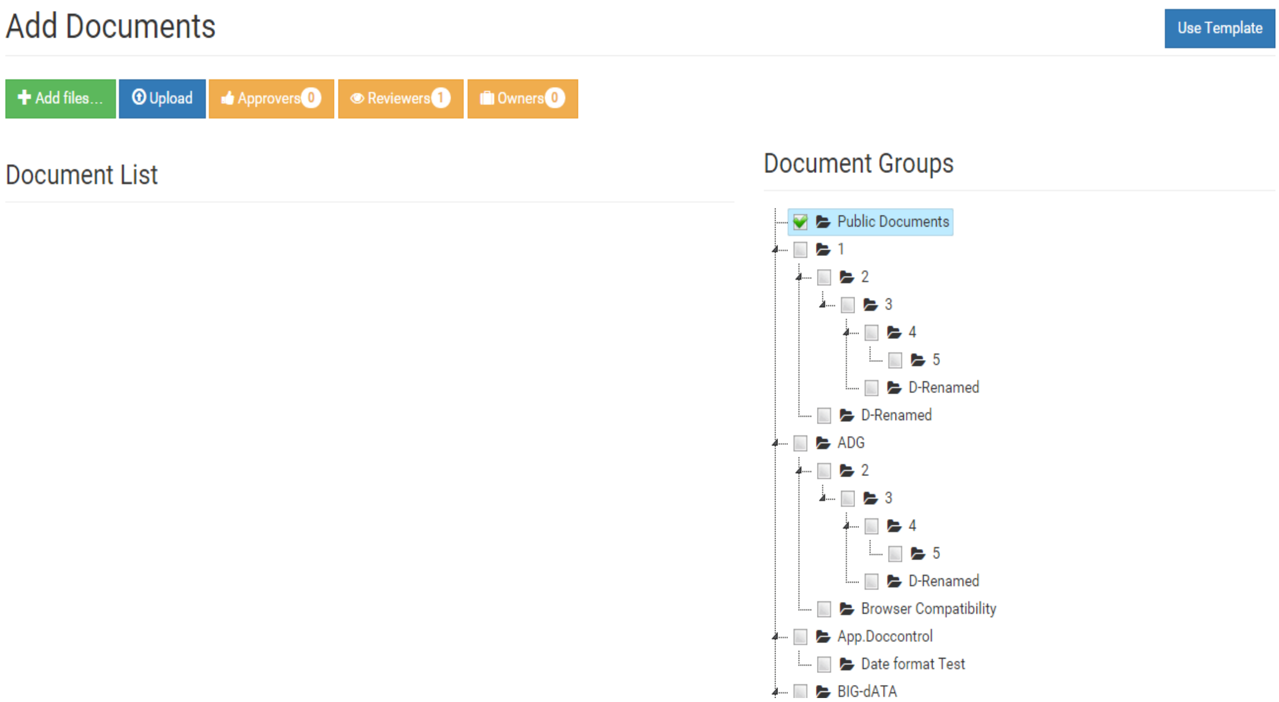
User Access

A user account is suited for the day to day operations of DocControl. In addition to all the privileges of a viewer account, they can be granted the right to upload, edit, or approve documents for document groups assigned by an administrator. To simplify user management, users can be assigned to User Groups. Privileges granted to a User Group will be applied to all the members of the group.

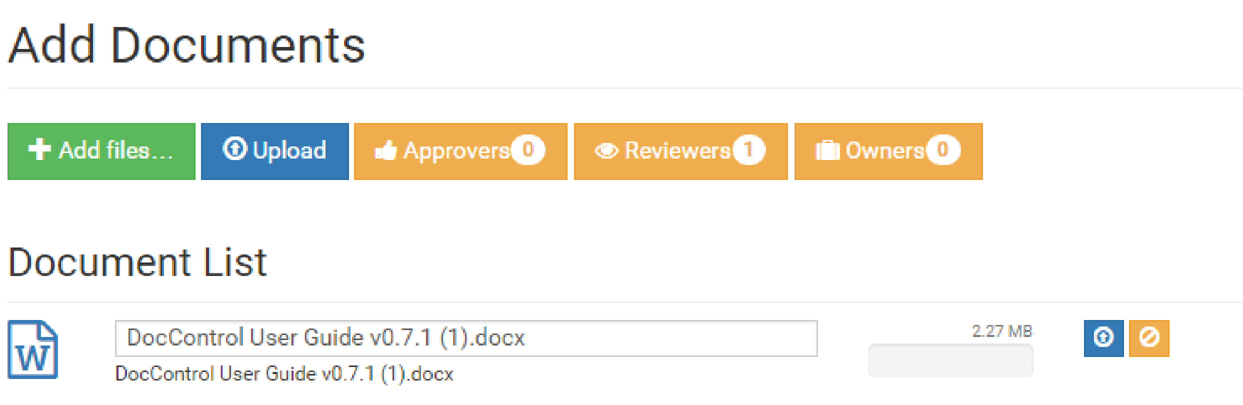


Document Management

Adding a Document from Upload

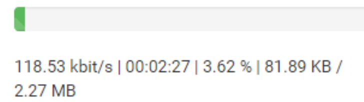


1. Click the '**Add Document**' button at the top of the Dashboard.
2. Click '**Add Files'** to select the file to add from your local drive.



3. Select a document group to upload the document to by checking on the Group or Sub-Groups. Once uploaded, the document will inherit the permissions of the selected group. Approvers, Reviewers and Owners will be shown in Orange buttons based on Groups and Sub-groups selected. Click to see users under each heading.

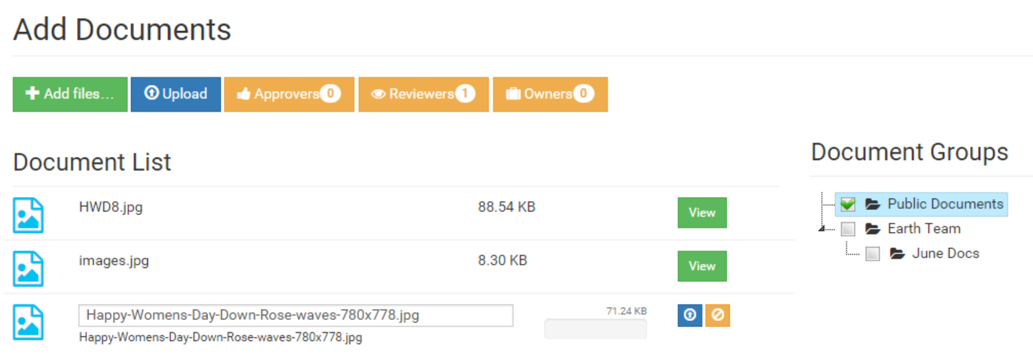
4. Either Update the name or leave it as it is. Click on upload button or blue button to upload the file. Use the Orange cancel to remove file from upload queue. The upload status is shown on the top right corner.



5. On completion of upload the document is sent for approval.

   Note: All new uploaded documents will be version 1.0 by default.

Adding Multiple Document from Upload



1. Click the '**Add Document**' button at the top of the Dashboard.
2. Click '**Add Files'** to select the files to add from your local drive.
3. Select a document group to upload the documents to by checking on the Group or Sub-Groups. Once uploaded, the documents will inherit the permissions of the selected group. Approvers, Reviewers and Owners will be shown in Orange buttons based on Groups and Sub-groups selected. Click to see users under each heading.

4. Either Update the names or leave it as it is. Click on upload button or blue button to upload the file. Use the Orange cancel to remove file from upload queue. The upload status is shown on the top right corner.

5. On completion of upload the documents are sent for approval.

   Note: All new uploaded documents will be version 1.0 by default.

Adding a Document from Template

1. Click the ‘**Add Document**’ button at the top of the Dashboard
2. Check the Button labeled ‘**Use Template**’ on top right corner.

3. Select a template from the select option menu
4. Enter a new name for the document
5. Select a document group to upload the document to. The document will inherit the permissions of the group it was placed under.

   Note: All new templates will be version 0.1 by default

6. Click ‘**Create Document**’
7. The browser will be re-directed to the Document Details
8. Click ‘**Checkout**’ to download and edit the template

After you have finished editing the template, you must check-in the file and request its approval. The document will be version 1.0 following the initial Check-in. Follow the steps below to check in the file:

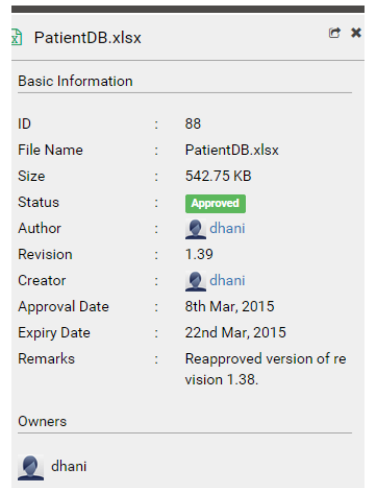
1. Locate the document on the dashboard using ‘**Checkouts**’ on the left sidebar.
2. Click ‘**Check In**’ icon.
3. Click ‘**Check-in’** from options on document details page.
4. Choose the updated file from the desktop
4. *Optional:* Leave a Check In message and select if it is a major or minor revision.
5. Click on Upload to complete the check-in.
6. The browser will be re-directed to the Document Details

Once approved, the document will appear under the intended Document Group within the Document Tree.

Note: A PDF version of the document will be generated automatically. *The conversion may take up to **5 minutes or longer** depending on the file size.*

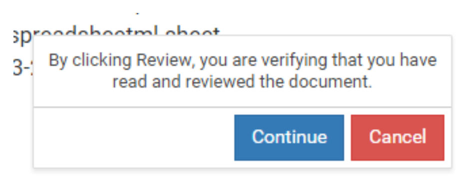
Reviewing Documents

Viewers can be assigned by administrators to review the documents in a document group or individual documents. The counter at the end of the 'Pending Reviews' tab displays the number of reviews assigned to the current user. Viewers can access a list of documents they need to review by click on this Option.



To review a document:

1. Navigate to the document to review by doing one of the following:
   a. Click on the '**Pending My Reviews**' Tab on the left side bar.
   b. Click on the document group the document belongs to from the document tree

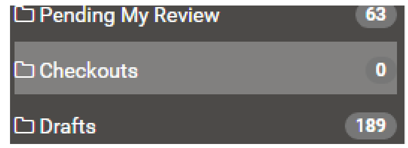


2. Select the document on the dashboard
3. Click on Open in New Window icon from the Document properties bar
4. Click on '**View**' to download a copy of the document
5. To click on '**Review**' and click on **'Continue'** to complete the review.

Checking Out a Document

Only the users who are assigned as document owners (i.e. the user who uploaded the document) may checkout an approved document. To check out a document:

1. Locate the document from the dashboard
2. Click the corresponding ‘**Checkout**’ button
3. The system will prompt the user for confirmation.
4. Click ‘**ok**’ to download an editable copy of the document.
5. An email notification will be sent to the owner.

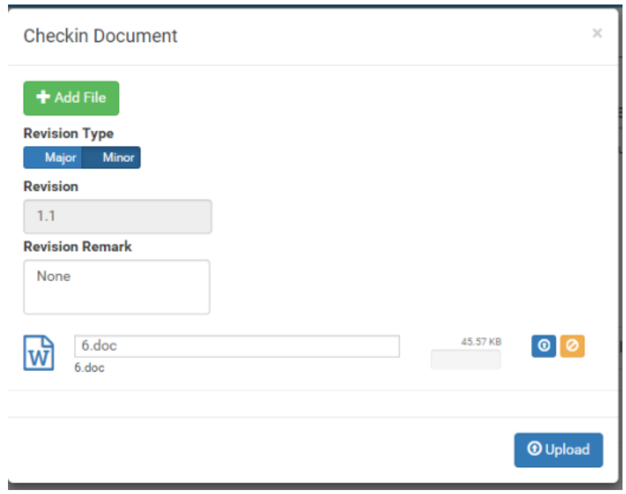


A list of checked out documents can be found in through Checkouts under left side bar.

Note: If you checked out a document and did not intend to make a change you can click on the ‘**revert**’ button from the document properties bar or the document details page to revert the document to the previous version instead of checking it in.

Checking In a Document

1. 1 Locate the document from the dashboard

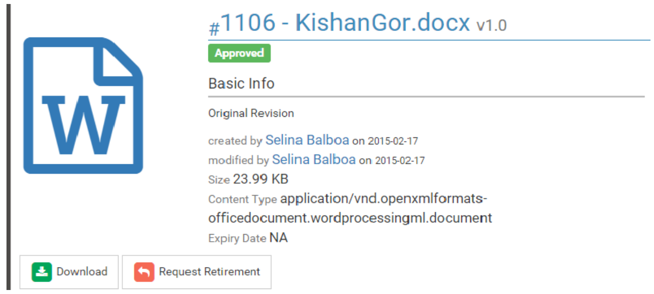


2. Click check-in icon . The browser will be directed to Document Details Page.
3. Click ‘**Add File**’
4. Select the revised file from the local drive to upload.
5. Choose the **revision type**.
    a. Major – increments the revision number to the next whole integer (*i.e.* 1.4 to 2.0)
    b. Minor – increments the revision number by a point (*i.e.* 1.2 to 1.3)
6. Leave a message for the approver regarding the new document using the Check- in Message textbox
7. Click on **‘Upload’** to add the file.

The checked in version needs to be approved, click on Request Approval icon to send for approval.

Requesting the Retirement of a Document

Users can request the retirement of a document that is outdated or no longer enforced. The request requires approval from the assigned document approvers. Once a document is retired, it can only be accessed by administrators through the *Document Archive* or *Retired Documents* report.



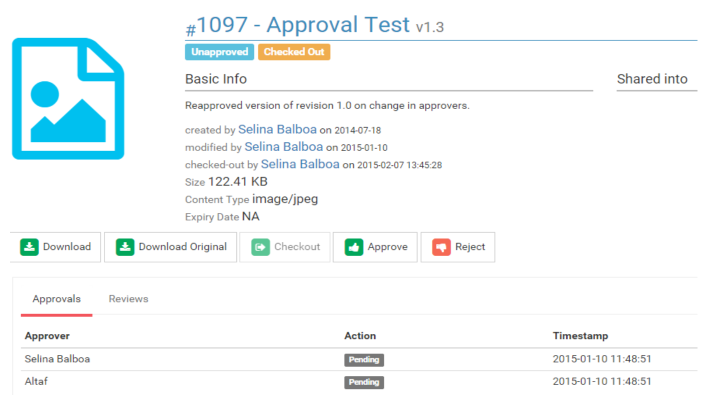
To request the retirement of a document:

1. Select the document from the dashboard
2. Click on **Request Retirement** icon from the document on the Dashboard or Document Details page.
3. Enter the reason for retirement and Click request retirement to confirm the alert.

Document approvers assigned to the document will be notified of the retirement request.

Approving a Request

Users that have been assigned as a document approver for a document group or document will receive notifications regarding any new approval or retirement requests. To approve or reject these requests.



1. Locate documents that require your approval by doing one of the following:
   a. Click on the **notification counter** next to the profile picture
   b. Click on the '**Pending My Approval**' on left side bar. Click the ' **Document Details icon'** button corresponding to the document you want to approve
2. Review the document by either:

a. Click on ‘**View**’ to download in PDF format

b. Click on ‘**Download Original**’ to download the original format

3. Optional: Leave an approver message stating a reason for your choice.

4. Choose ‘**Approve**’ or ‘**Reject**’.

Notifications

Notifications are system generated notices to help you see what is happening in the system and what steps you need to take.

To View notices

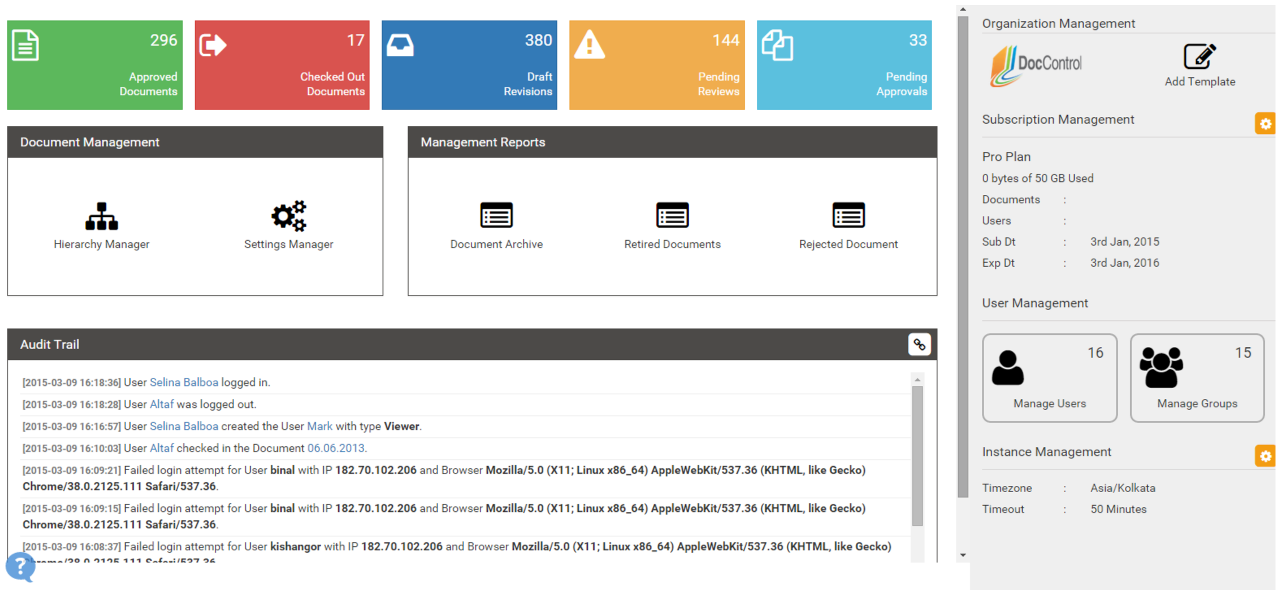
1. Click on in the top right corner.
2. See a list of Notifications which let you know based on your permission and access group:
   - State changes in Documents
   - Document creations
   - Required Approvals by you
   - Required Reviews by you
   - System generated notices
3. Clicking on specific notifications will take you to a page to see document state or take a Reviewer / Approval action as needed.

Administrator Access

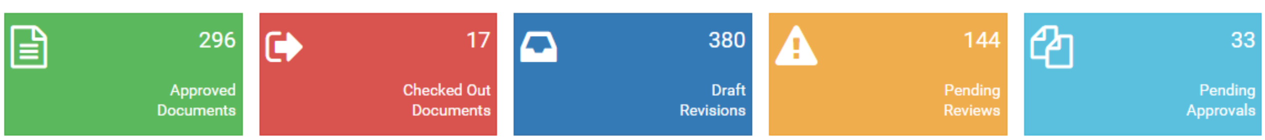
An administrator has the highest level of access. In addition to all of the user function described above, they have access to the admin menu where they can manage all users, documents, and groups. They can review the audit history of DocControl as well as generate reports for various aspects of the system.

Click 

at top of Main Pane to access Admin Menu.



1. Top Panel shows key statistics of the Instance running for the company. Click on any of the panels to see a list of Documents which match the statistic with option to see more information about each document.



Checked-Out Documents

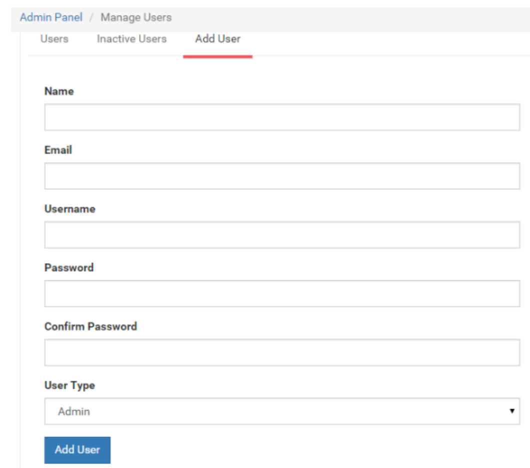
ID	Document	Rev	Status	Checkout By	Checkout Date	Actions
128	Sep Check - 02.06.2013	1.0	Approved		12th Feb, 2015	
129	Sep Check - 03.06.2013	1.0	Draft		7th Feb, 2015	
130	Sep Check - 04.06.2013	1.0	Draft		7th Feb, 2015	
134	08.06.2013	1.0	Draft		9th Mar, 2015	

1. Middle right panel show options to Manage Settings for Document Groups and 3 key management reports.
2. Lowest left side panel shows the Audit trail of the entire instance for all users with an option to access the complete trail.

3. Right side panel shows options to Add Template, Manage Users and Manage Groups along with a Instance Management options.

Manage Users

Administrators may add, manage, and delete users from the Manage Users option. All users are assigned a Unique Sr. Number by the system.



Add User

1. Click the '**Add User**' heading to reveal the registration form.
2. Enter the real name and email address of the individual to be added.
3. Enter a username and password and confirm the password for the individual to be added.

   Note: Both the username and email address must be unique. The system does not allow multiple individuals to be registered under the same username or email address.
4. Select an account type for the new user:
   a. *Administrator:* Full access to the admin menu. Create and manage document groups. Set access permissions. See all documents. Change document properties

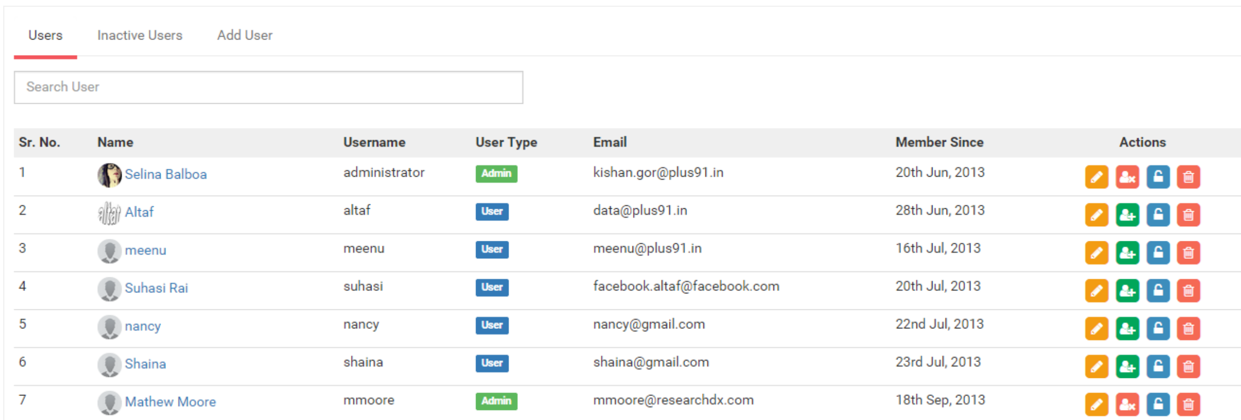
   a. *User:* Defined access to the system. Users can only view areas of the document tree for which they have been assigned read access, and only write documents to the area of the tree for which they have write access.

   b. *Viewer:* Read-only user. Can only see the area of the document tree for which they have read access.
5. Click '**Add User**'.

A confirmation link will be sent to the email address registered to the new user. The new user must click the confirmation link to verify the account and use DocControl.

All Users

An administrator can see a full list of accounts registered to use DocControl by clicking the '**Users**' heading after clicking manage users option as default.



Sr. No.	Name	Username	User Type	Email	Member Since	Actions
1	Selina Balboa	administrator	Admin	kishan.gor@plus91.in	20th Jun, 2013	
2	Altaf	altaf	User	data@plus91.in	28th Jun, 2013	
3	meenu	meenu	User	meenu@plus91.in	16th Jul, 2013	
4	Suhasi Rai	suhasi	User	facebook.altaf@facebook.com	20th Jul, 2013	
5	nancy	nancy	User	nancy@gmail.com	22nd Jul, 2013	
6	Shaina	shaina	User	shaina@gmail.com	23rd Jul, 2013	
7	Mathew Moore	mmoore	Admin	mmoore@researchdx.com	18th Sep, 2013	

You can use the '**Search User**' text box to search for specific accounts in the system.

1. Enter the **Username** or **Name** of the individual to search for and Click enter.

To update a user profile:

1. Do one of the following:
    - Click the '**Update Profile icon** for the corresponding user to view or update a user profile
2. Update Profile: Use the form to modify the name, email address, gender, date of birth, country, or account type.
3. Click '**Update**' to save the changes.

Administrator Permissions

An administrator may perform the following actions:

- remove the administrative access of another administrator by clicking
- grant administrative access to another user by clicking on
- reset the password for another user by clicking '**Reset**'

Note: A link will be sent to the email address registered to the user to reset their password.

- remove (make inactive) a user from the system by clicking on to delete a User.

Note: After deletion, the user can no longer login with their username and password credentials.

Inactive Users

Click on the heading to reveal a full list of previously deleted users. Each user's profile and document history is accessible by clicking on their username. To restore a user do the following steps:

1. Click on the '**Inactive Users**' heading
2. Locate the user you wish to restore from the list of inactive users
3. Click on the corresponding '**Restore**' button

The former user account will be restored. They will appear under the all users list and the user will be able to login with their former username password combination.

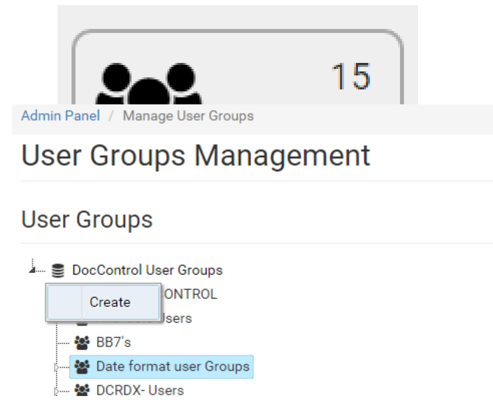
Users Inactive Users Add User

Sr. No.	Name	Username	User Type	Email	Member Since	Action
1	Dhanashree Kumkar	dhanashree	Admin	dhanashree.kumkar@plus91.in	27th Jun, 2013	
2	dhani	dhani	User	kumkardhanashree@gmail.com	27th Jun, 2013	
3	Ayan	ayan	User	ajay.mandera@plus91.in	28th Jun, 2013	
4	Lovina	lovina	User	altaftamboli50@gmail.com	28th Jun, 2013	
5	Ranjana	ranjana	User	altaftamboli@ymail.com	28th Jun, 2013	
6	Mabel	mabel	User	altaf_2319@rocketmail.com	28th Jun, 2013	
7	shree	shree	User	kumkardhanashree@yahoo.in	28th Jun, 2013	

Note: An inactive user will still remain in any user groups or document properties position it has been assigned prior to deletion. Administrators must remove the user from these groups and assignments to gracefully delete a user from the system. It is highly suggested for administrators to assign user groups for approvers, reviewers, and access privileges to make user management in the case of deletion simpler.

Manage User Groups

Administrators may define, manage, and delete user groups from the Manage User Groups option. Users may be added to multiple User Groups and all users within a group share the permission of the group.



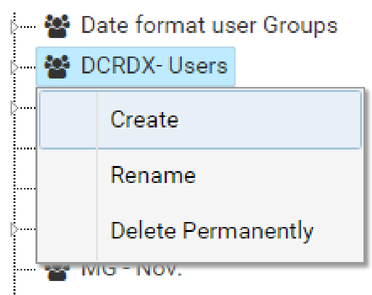
Add User Group

A user group can be established to manage all users under a particular entity (*i.e.* laboratory, company, institution, etc.). To add a user group:

1. Right Click the Main root, it will show an option to create.
2. A node appears at the bottom.
3. Enter a name for the group to add it.
4. For sub-groups right click on a sub-group to add a child node.

Rename / Delete a Group

To change user group name according to project needs:

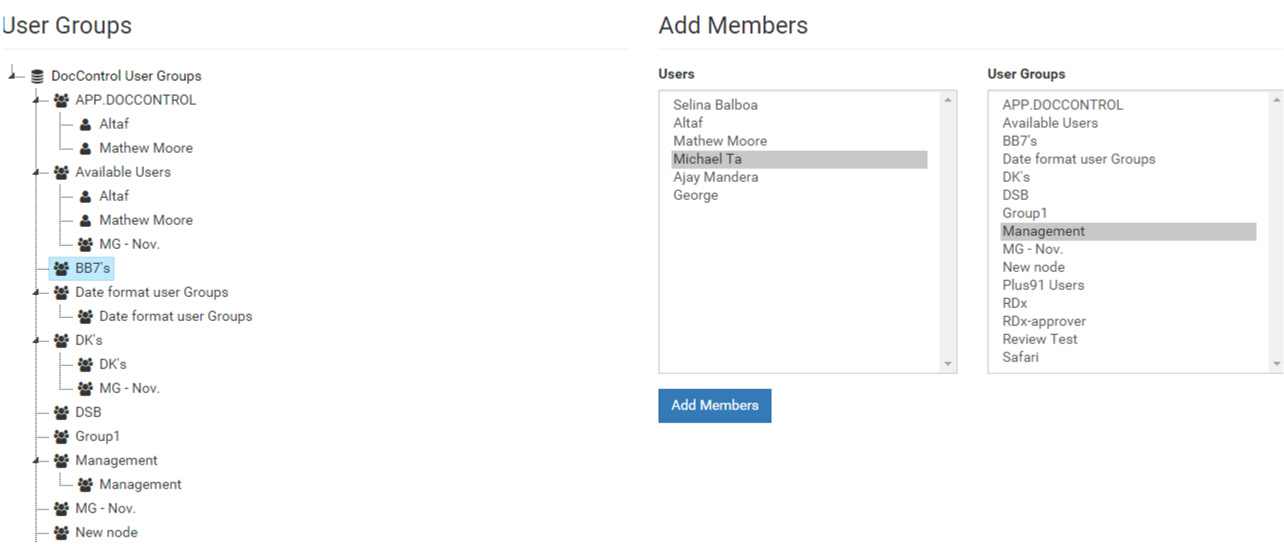


1. Right click on the Group.
2. Click the '**Rename Group**' heading or **'Delete Permanently'** Heading.
3. Renaming:
    - Enter the new group name.
    - Click '**Rename Group**'
4. Deleting:
    - Click on icon to delete.

All User Groups

To view a full list of all the user groups in DocControl:

1. Click the '**Manage Groups**' heading.
2. See the tree structure on the left and the option add members on right.
3. mean a Group / means an individual user.
4. See all Users and User Groups inside a Group click on the node on the tree; it will slide down to reveal members and member groups.



Add Members to User Groups

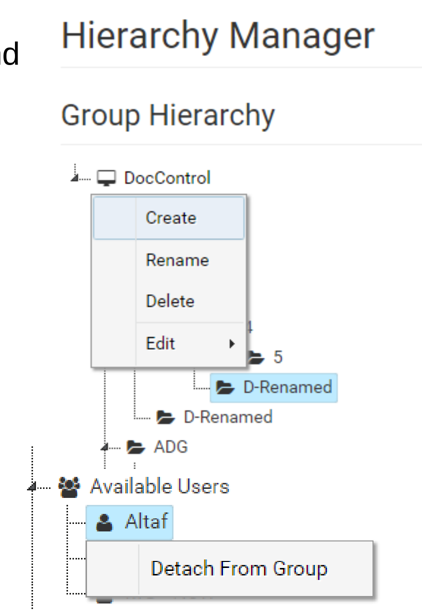
User group(s) or user(s) can be flexibly incorporated into another user group. To add a user or user group into another user group:

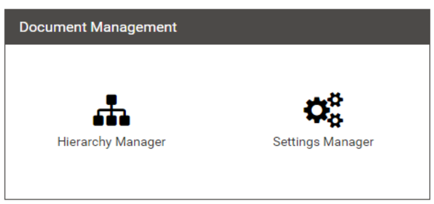
1. Select a user group to add other groups or users to list of Groups present or by adding a new Group node.

2. Select the user group(s) or user(s) to add from the corresponding menus on the left. Use Control to select multiple groups / individuals together.
3. Click '**Add Members**'. The user or user groups will be added to the Parent User Group.
4. You can remove a user from the selected parent user group by right clicking on the entry in the tree and clicking on the corresponding '**Detach from Group**' button

Add/View Doc Groups

Administrators can define, rename, and remove document groups. Document groups are used to organize documents and facilitate the sharing of multiple documents between different branches in the document tree.





Add Document Group

To add a document group / sub-group under an existing group:

1. Click on the '**Hierarchy Manager'**
2. Right click on the Main Root Group or on a Sub-group.
3. Click on '**Create'** to see a new node added and required level.
4. Enter a name for the new document group to add the Group.

Rename Group

Change document group name according to project needs. To rename a document group:

1. Click on the '**Hierarchy Manager'**
2. Right click on the Group or (after opening the node) Sub-group.
3. Click on '**Rename'** to see the name of the Group become an editable field.

4. Enter a name for the document group to rename the Group.

Delete Group

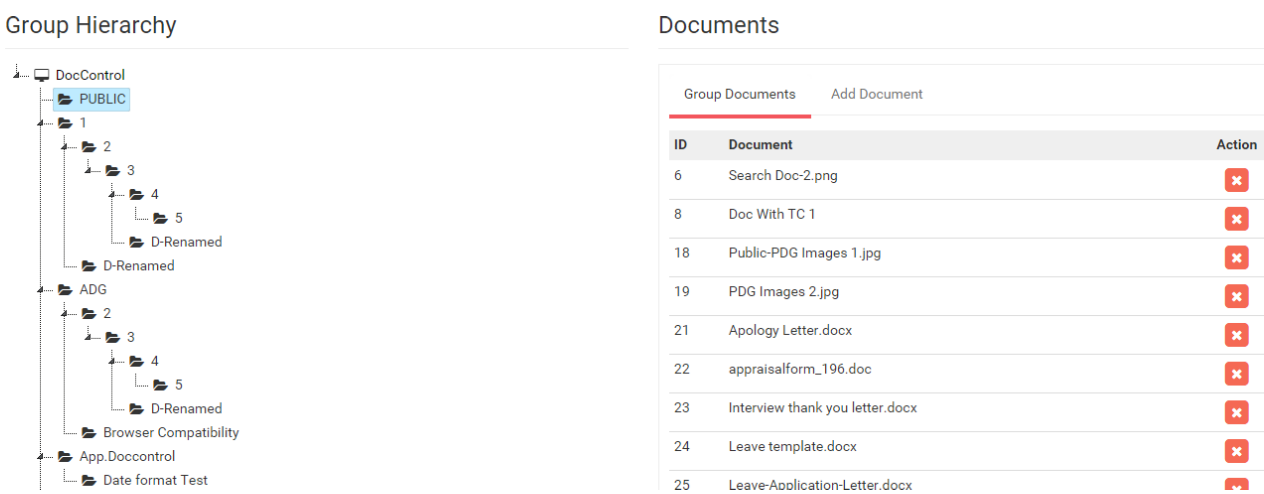
Delete document group according to project needs. To delete a document group:

1. Click on the '**Hierarchy Manager'**
2. Right click on the Group or (after opening the node) Sub-group.
3. Click on '**Delete'** to delete the group.

All Document Groups

A list of all the document groups in DocControl are available under the Hierarchy manager:

1. You can use the '**Tree Structure'** to see sub-groups and sub-sub groups.
2. On the right panel see all Documents belonging to a selected group.



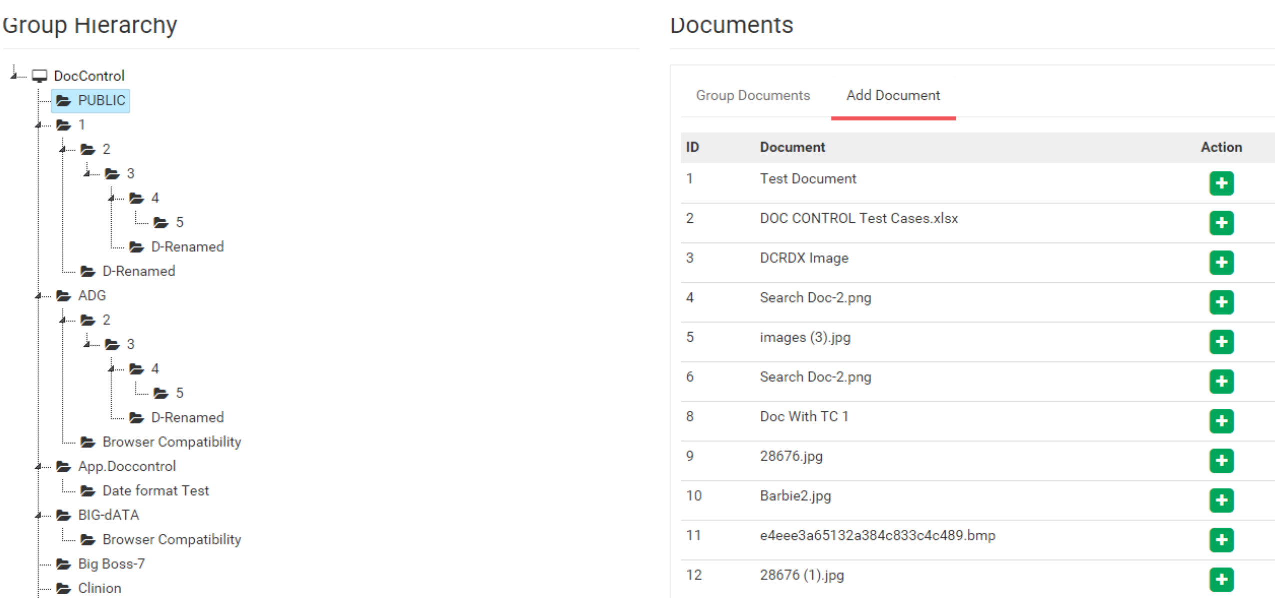
Add Document to Group

Administrators can attach or detach documents from the document groups. Documents that belong to multiple document groups can be accessed by users with permissions to any group.

Add Document to a Group

Administrators can link documents to multiple document groups. Unless otherwise specified, the document will inherit all the properties of each group it belongs to. To add a document to a document group:

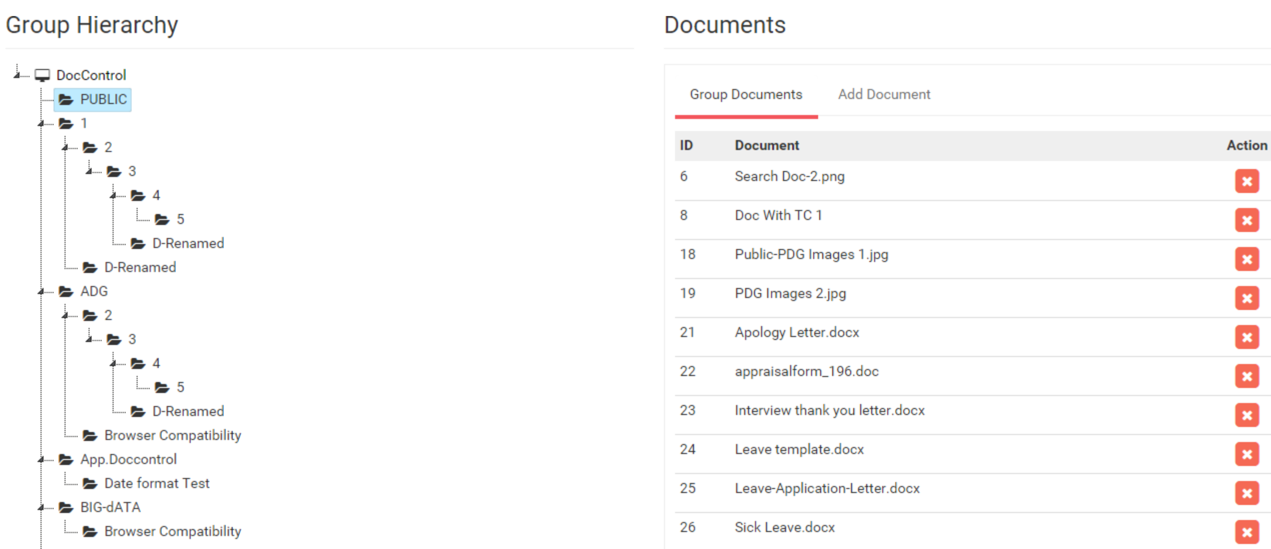
1. Select the document group where you want to add the Document.
2. Click on Add Document Tab.
3. An administrator may add a Document group by clicking the corresponding '**add**' button attached to each document.



Remove Document from a Group

Administrators can remove documents from a document group. The document will no longer be accessible from the document group. It will still appear in the Document Archive. To remove a document from a document group:

1. Select the document group where you want to remove a Document.
2. Click on Groups Document Tab. (Default tab)
3. An administrator may remove a Document group by clicking the corresponding '**Remove**' button.



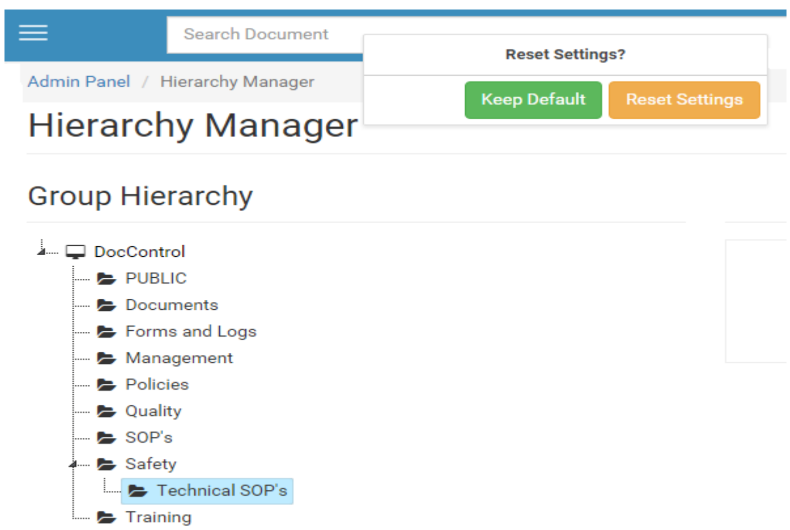
Manage Group Hierarchy

Administrators can rearrange document groups within the document tree and share document groups between users with varying access privileges. Linking document sub-groups to other document groups will allow users to view the files without access to the whole document tree.

Moving document groups into other document groups

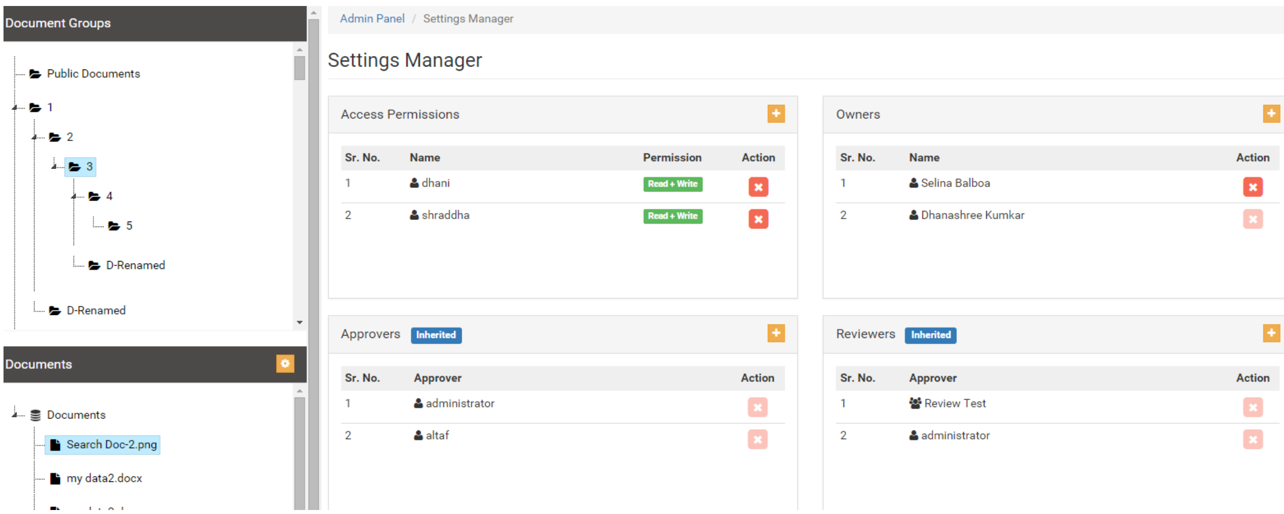
To change location that is the parent of a group or sub-group. To change parent of a document group:

1. Click on the '**Hierarchy Manager'**
2. Click on the Group or (after opening the node) Sub-group.
3. Drag and drop to new parent group.
4. A pop up will appear to confirm the changes.



Manage Documents/Groups

Administrators may assign access permissions and set various properties for documents and document groups. If properties are applied to a document group, any document sub-group or document will automatically inherit the same properties. Properties set to specific document groups or documents will override the properties inherited from its parent document groups in the tree.

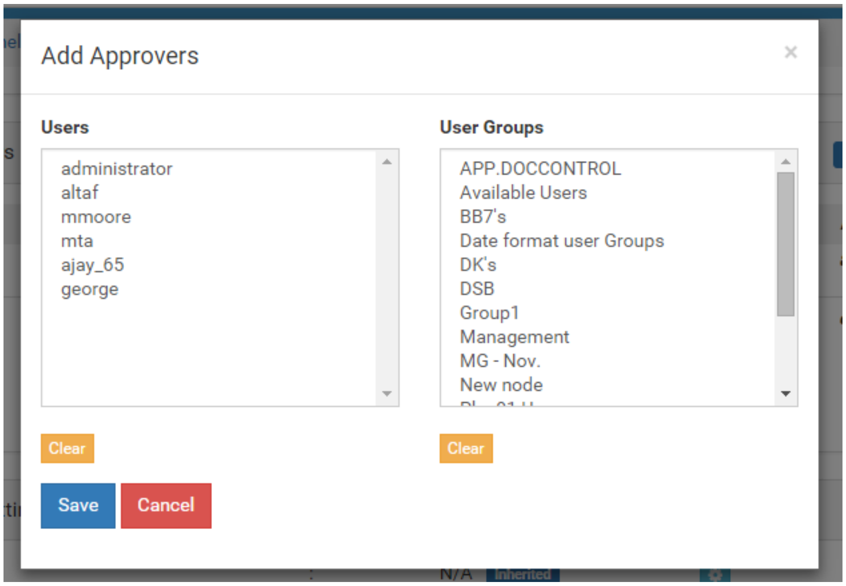


First, you must select the Document Group(s) and / or Document(s) to modify from the menus pictured above.

Add Access Permission

Read Access grants users the ability to view document groups and documents on the dashboard. Write Access grants users the ability to upload files to a document group. To add access permissions:

1. Select document groups(s) or document(s) to be modified on the left panel.
2. Click on the ‘**Add Access Permission**’ icon. 
3. Choose the user group(s) or user(s) to grant access permissions for.
4. Select access type: ‘**Read Only**’ or ‘**Read & Write**.’
5. Click ‘**Save**.’

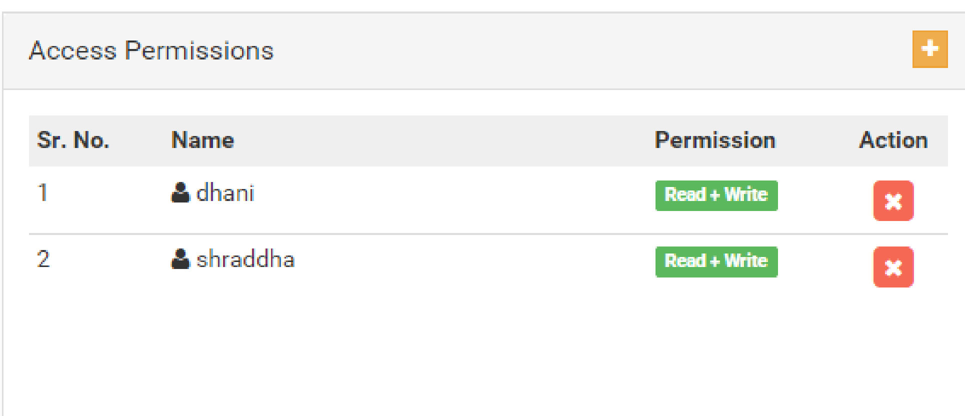


Remove Access Permission

Administrators can remove access permissions for a user group or user. To remove access permissions:

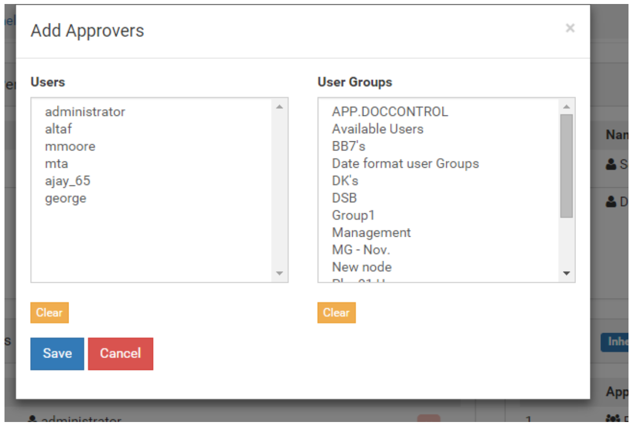
1. Select document groups(s) or document(s) to be modified at the top.
2. Locate the User or User Group under Current Access Permissions to remove
3. Click on the ‘  to remove permission under Access Permissions tab.

The permissions for the user group or user will be revoked; they will not be able to view the document group on the document tree or access the documents from the dashboard.



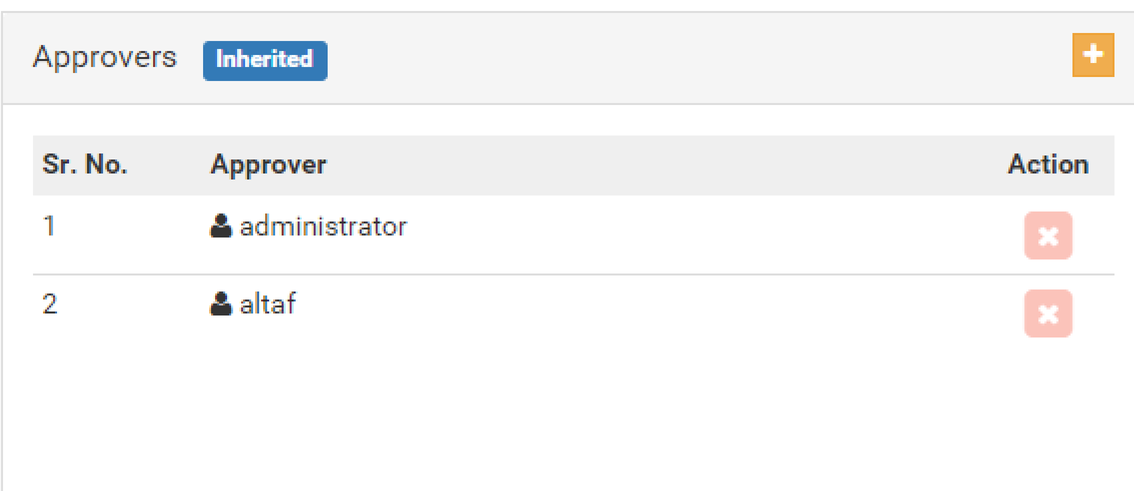
Add Approvers

Assign approvers for the selected document group or document. The approver will be notified of any request and must approve or reject them. Assign an approval interval under '*Add Approval Interval*' to set up a review cycle. To assign an approver:



1. Select document groups(s) or document(s) to be modified on the left panel.
2. Click on the '**Add Approver Permission**' icon on the Approvers box.
3. Choose the user group(s) or user(s) to grant access permissions for.
4. Click '**Save**.'

Note: DocControl allows multiple approvers to be assigned to a document or document group. If assigned to a document group, all the documents uploaded to that group need to be approved by all approvers before becoming available on the dashboard.



Remove Approvers

Administrators can revoke the approval privileges of a User Group or User. To remove an approver:

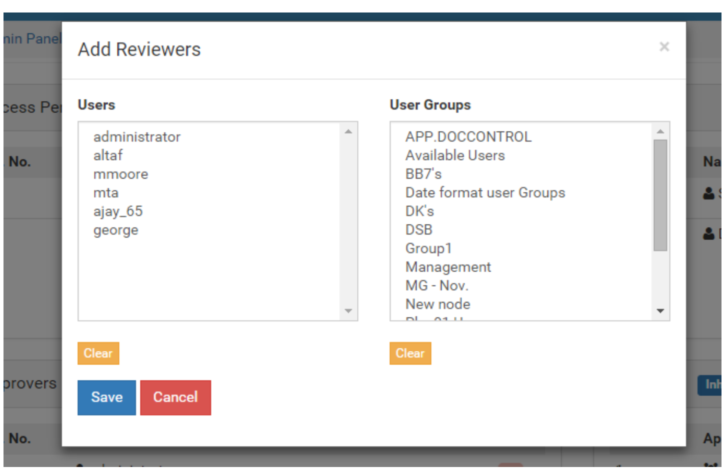
1. Select document groups(s) or document(s) to be modified at the top.
2. Locate the Approvers under Current Approvers Permissions to remove
3. Click on the ' ' to remove permission under Approvers Permissions box.

The User Group or User will no longer receive new notifications regarding pending approval requests for this document group or document. Their approval is still required for any past request made before the privileges were revoked.

Add Reviewers

Assign reviewers to documents or document groups. Reviewers will have the option to 'review' a document under 'Pending My Review.' To complete the review the user must follow the steps under Viewer Access - Reviewing Documents. Assign a review interval under '*Add Review Interval*' to set a review cycle. To assign a reviewer:

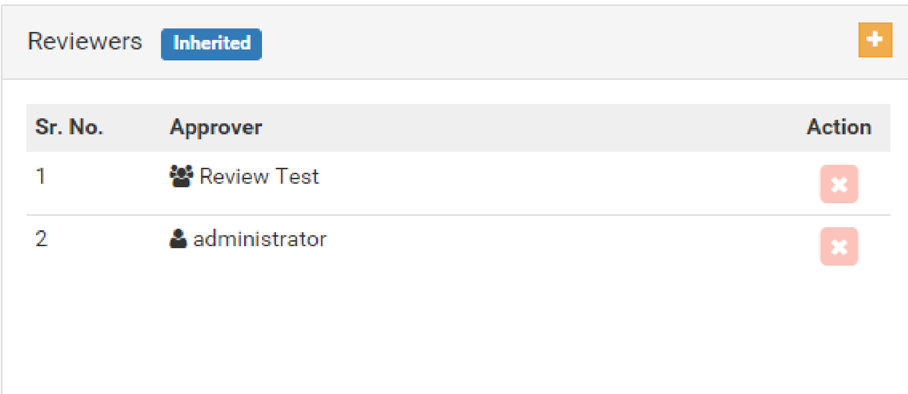
1. Select document groups(s) or document(s) to be modified on the left panel.
2. Click on the '**Add Reviewer Permission**' icon on the Reviewers box.
3. Choose the user group(s) or user(s) to grant access permissions for.
4. Click '**Save**.'



Remove Reviewers

Reviewers can be removed from a document group or document. To remove a reviewer:

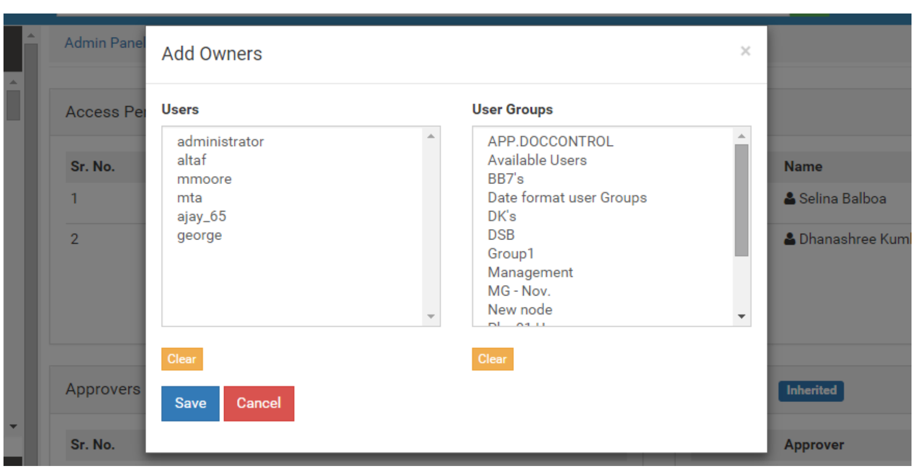
1. Select document groups(s) or document(s) to be modified at the top.
2. Locate the Reviewers under Current Reviewers Permissions to remove.
3. Click on the ‘ to remove permission under Reviewers Permissions box.



Add Owners

Assign owners to documents. Owners are able to check-out documents and make revisions to them. To add an owner:

1. Select document groups(s) or document(s) to be modified on the left panel.
2. Click on the ‘**Add Owners** icon. on the Owners box.
3. Choose the user group(s) or user(s) to grant access permissions for.
4. Click ‘**Save**.’

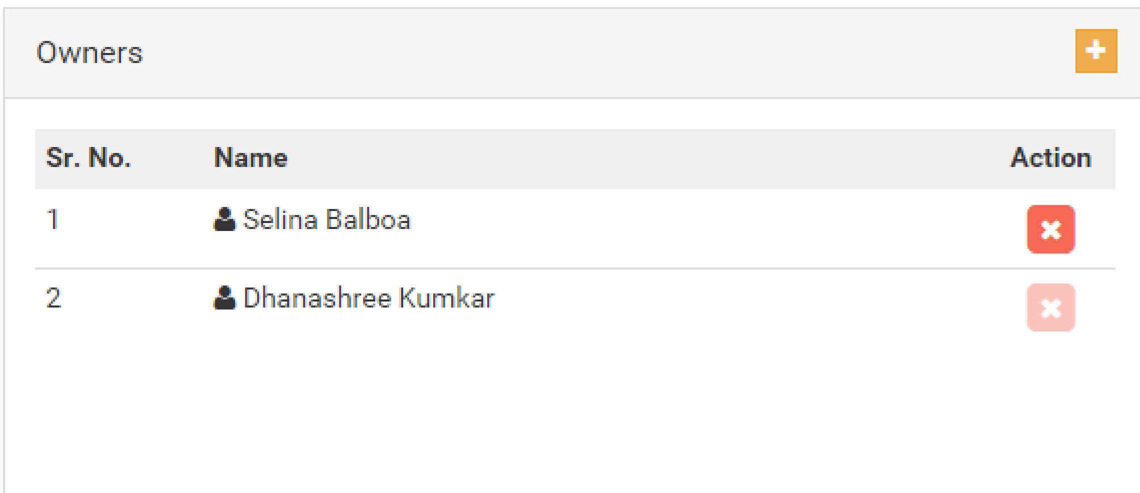


Remove Owners

Remove any additional owners that have been assigned to a document. To remove an owner:

1. Select document groups(s) or document(s) to be modified at the top.
2. Locate the Owners under Current Owners Permissions to remove.
3. Click on the ‘ to remove permission under Owners Permissions box.

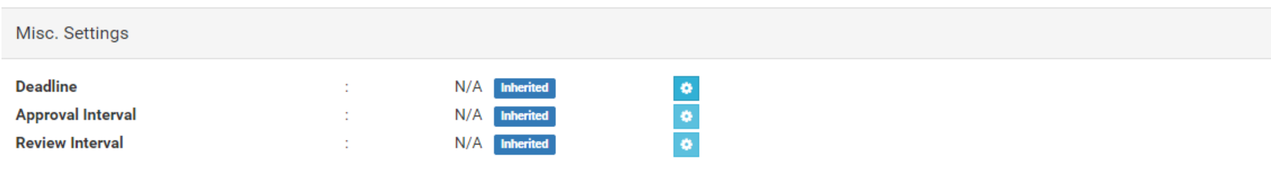
Note: The original owner, i.e. the file uploader, will always retain ownership to the documents they uploaded. Their ownership–p rights cannot be removed.



Add Deadline

Set a deadline for any request that occurs for the document group or document. An email will be sent to any approvers reminding them to take action at the end of the deadline. To add a deadline:

1. Select document groups(s) or document(s) to be modified on the left panel.
2. Come down to Misc. settings.
3. Click on the deadline icon
4. In the pop-up make a numerical-only entry for number of days until the deadline.
5. A dialog popup will confirm the new deadline
6. Confirming the dialog popup will refresh the browser and update the deadline under '*Current Deadline*'



Edit Deadline

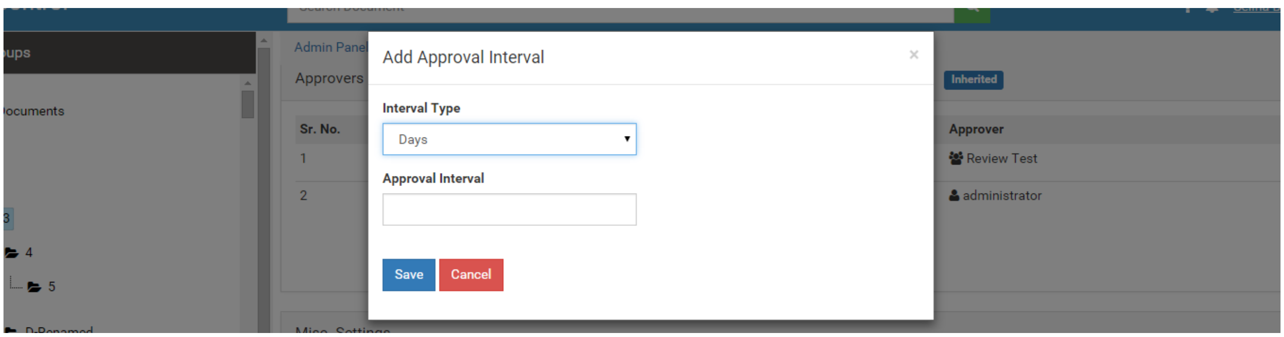
You can edit a deadline from a document group or document at any time. To Edit a deadline:

1. Select document groups(s) or document(s) to be modified on the left panel.
2. Come down to Misc. settings.
3. Click on the deadline icon
4. In the pop-up make edit the numerical-only entry for number of days until the deadline.
5. A dialog popup will confirm the new deadline
6. Confirming the dialog popup will refresh the browser and update the deadline under '*Current Deadline*'.

Add Approval Interval

Set a recurring approval cycle for the document group(s) or document(s). The documents must be reviewed and reapproved every cycle to remain accessible on the dashboard. To add an approval interval:

1. Select document groups(s) or document(s) to be modified on the left panel.
2. Come down to Misc. settings.
3. Click on the approval interval icon
4. In the pop-up select as number of days or fixed date, make a date entry / numerical-only entry for number of days until the deadline based on first input.
5. Click on "**Save**" will refresh the browser and update the interval under '*Approval Interval'.*



Edit Approval Interval

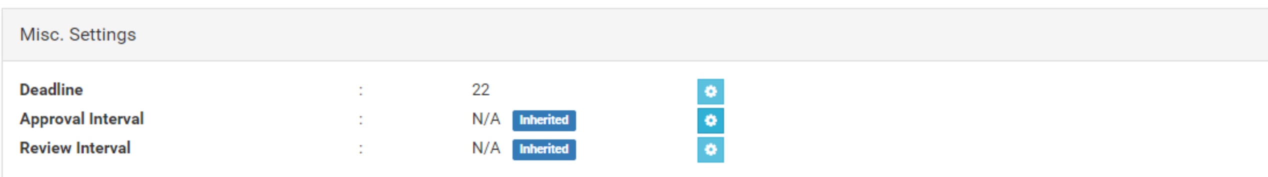
You can edit an approval interval from a document group or document at any time. To edit an approval interval:

1. Select document groups(s) or document(s) to be modified on the left panel.
2. Come down to Misc. settings.
3. Click on the approval interval icon
4. In the pop-up edit as number of days or fixed date, make a date entry / numerical-only entry for number of days until the deadline based on first input.
5. Click on "**Save**" will refresh the browser and update the deadline under '*Approval Interval'*

Add Review Interval

Set a recurring review cycle for document group(s) or document(s). Users will be assigned to review the documents every cycle. To add a review interval:

1. Select document groups(s) or document(s) to be modified on the left panel.
2. Come down to Misc. settings.
3. Click on the Review interval icon
4. In the pop-up select as number of days or fixed date, make a date entry / numerical-only entry for number of days until the deadline based on first input.
5. Click on "**Save**" will refresh the browser and update the interval under '*Review Interval'.*



Edit Review Interval

You can remove a review interval from a document group or document at any time. To remove a review interval:

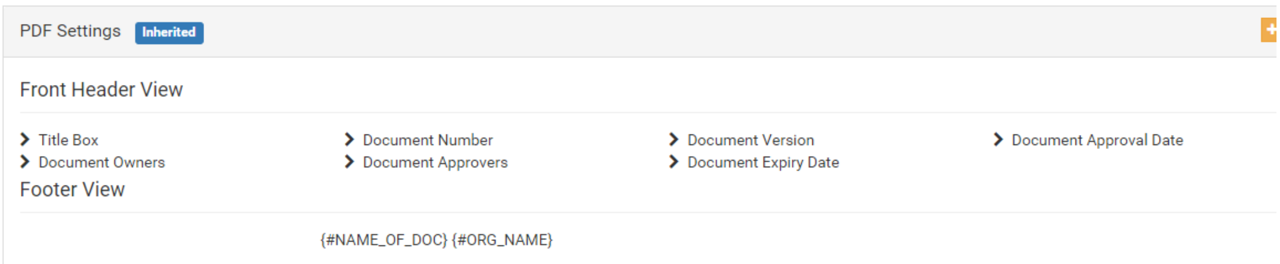
1. Select document groups(s) or document(s) to be modified on the left panel.
2. Come down to Misc. settings.
3. Click on the Review interval icon
4. In the pop-up edit as number of days or fixed date, make a date entry / numerical-only entry for number of days until the deadline based on first input.
5. Click on "**Save**" will refresh the browser and update the deadline under '*Review Interval*'

Add PDF Settings

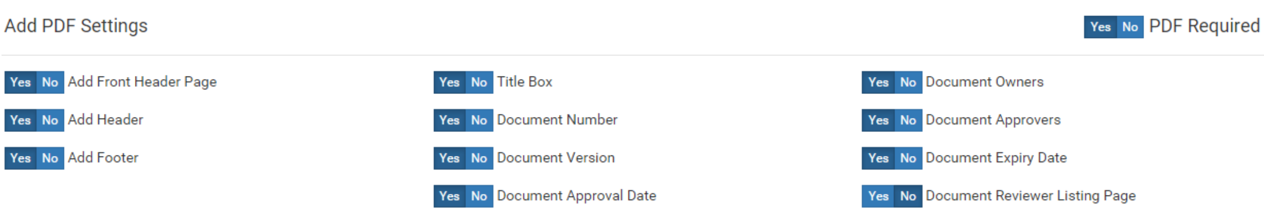
PDF settings control the optional header page and footer that is added when the document is converted for its uploaded format to a PDF.

Customizing the Header Page

The header page is included at the beginning of each document when it is converted to the PDF format. To add a header:



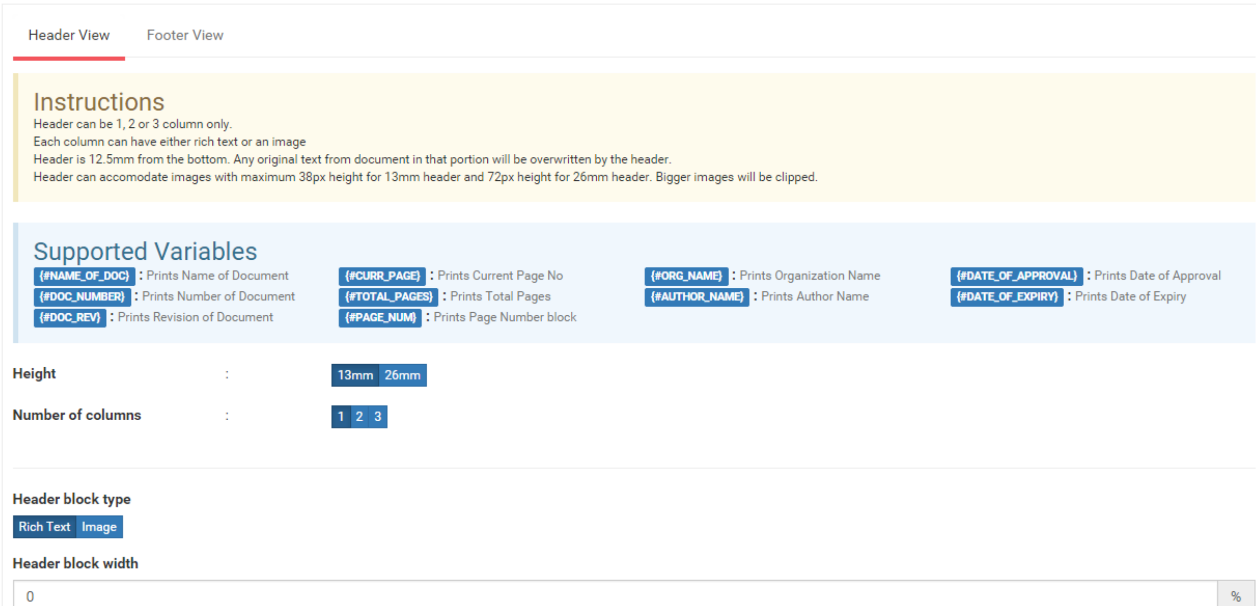
1. Select document groups(s) or document(s) to be modified on the left panel.
2. Come down to PDF settings.
3. Click on the PDF Settings icon



1. Select Yes / No to Add Front Header Page
2. Additional options for the header page are shown
    a. **Add Header** – Add a Header to All pages
    b. **Title Box** – Document Name used in DocControl
    c. **Document Number** – Document Number assigned by DocControl
    d. **Document Version** – Revision Number based on the number of Minor and Major Changes, default is 1.0 for all approved documents
    e. **Document Approval Date** – The date the document was approved
    f. **Document Owners** – All owners assigned to the document
    g. **Document Approvers** – All approvers assigned to the document.

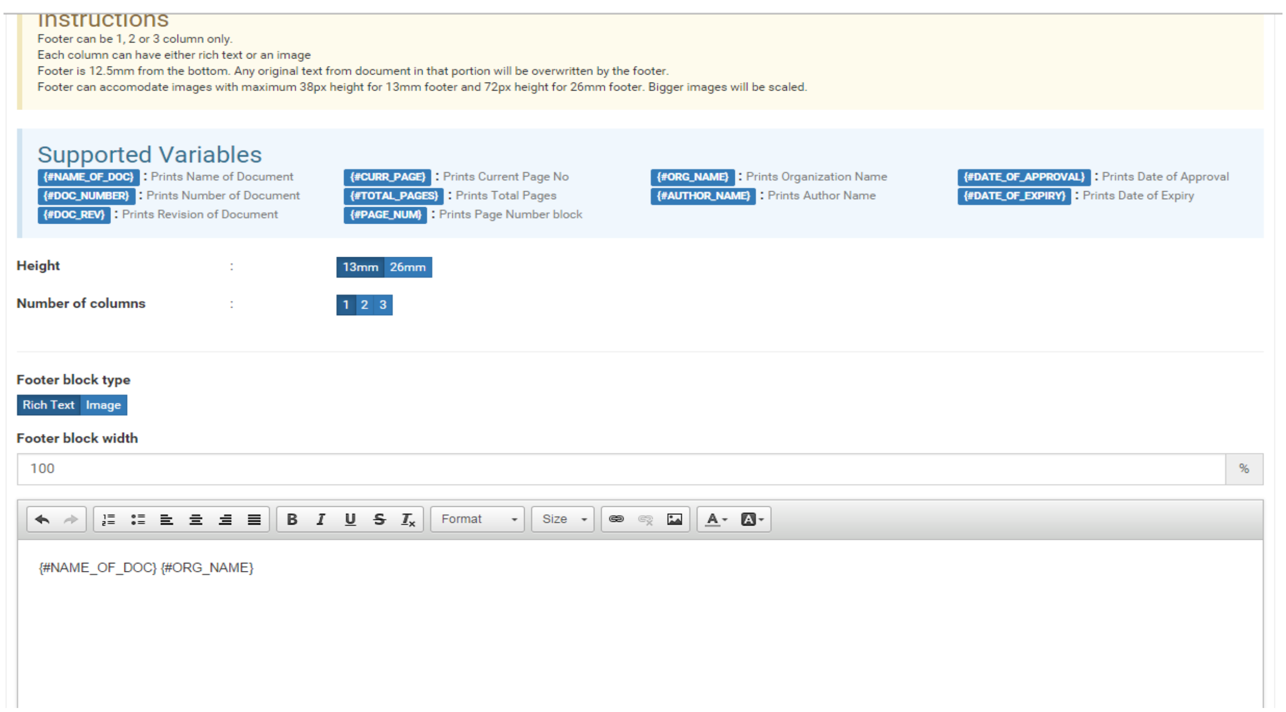
h. **Document Expiry Date** – The document is only valid for the duration of the cycle set by the Approval Interval

i. **Document Reviewers Listing** – All reviewers assigned to the document.



Customizing the Footer

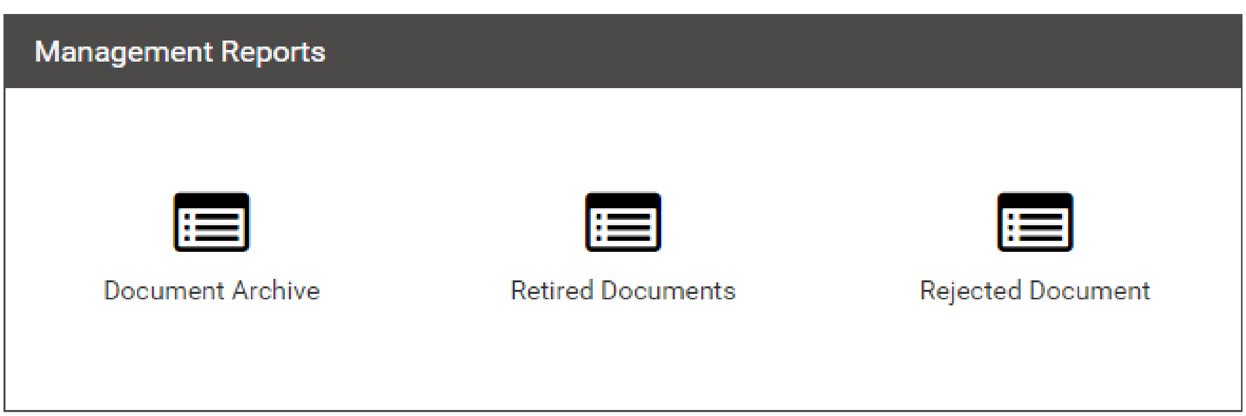
The footer is a string of text that is appended to the bottom of every page. To add a footer:



1. Select yes for the box labeled, Add Footer
2. Use the text box to customize the footer
3. Click the tokens on the right to insert them into the text box
    - **{#NAME_OF_DOC}** - prints the document name
    - **{#DOC_NUMBER}** - prints the document number
    - **{#DOC_REV}** - prints the document revision number
    - **{#CURR_PAGE}** - prints the current page number
    - **{#TOTAL_PAGES}** - prints the total number of pages
    - **{#ORG_NAME}** - prints organization name
    - **{#PAGE_NUM}** - prints page number block
    - **{#AUTHOR_NAME}** - prints author (original uploader) name
    - **{#DATE_OF_APPROVAL}** - prints the date of approval
    - **{#DATE_OF_EXPIRY}** - prints the date of expiration.

Document Archive

The Document Archive contains a master list of all the documents uploaded to DocControl. Documents are listed from oldest to newest upload date. Administrators can access the document details and download a PDF copy of any revision for all documents.



General information about the current status of the document is displayed in the list. For more information, administrators can access the document history of any document by clicking on the "View" button. The document history lists all revisions of a document sorted by the check-in date. Clicking on the document name will pull up the document details for that particular revision. Administrators can download a copy of the revision in PDF format.

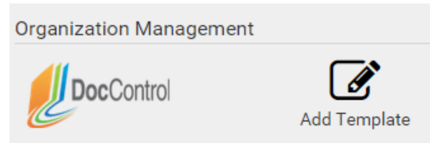
You can also filter the documents by User and Document Group by click on the filter icon on the top right corner. A pop-up lets you select the user / document group to filter by.

You can also export the entire list of Documents into Excel using the Export option. .

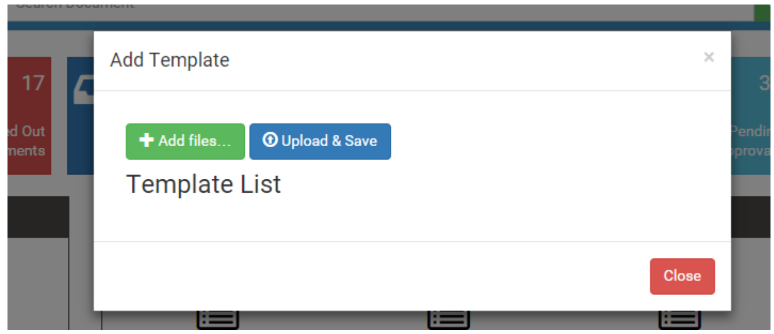
Note: All revisions of a document are accessible from the document archive, even after a document has been retired.

Add Templates

Templates are pre-formatted files fulfilling specific guidelines or style requirements that users can download and edit to create new files from. Read the section on Adding Documents from a Template for information about how to use templates.



Uploading a Template

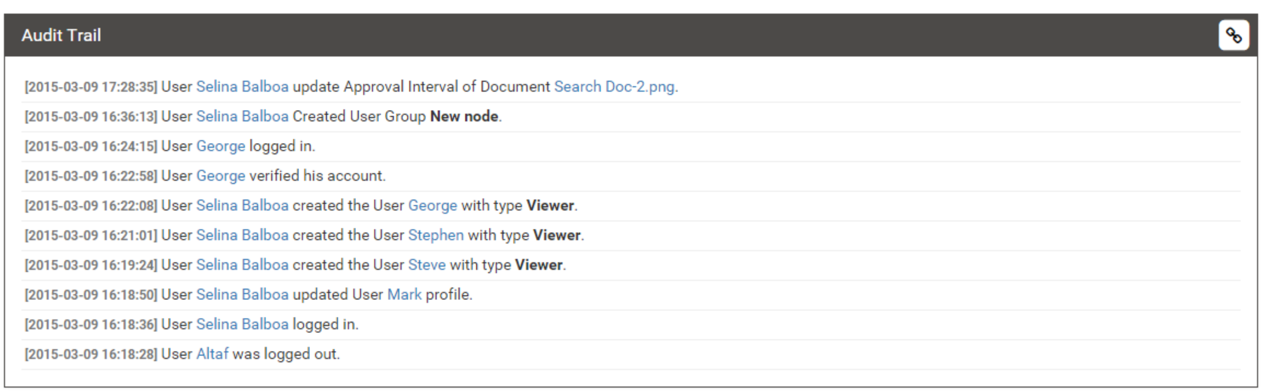


1. Click on '**Add Template'**
2. Click on '**Add Files**'
3. Select a new template file from the desktop folders
4. Give the file a name or leave it as is.
5. Click on **'Upload'** to save file into the system.

Audit Trail

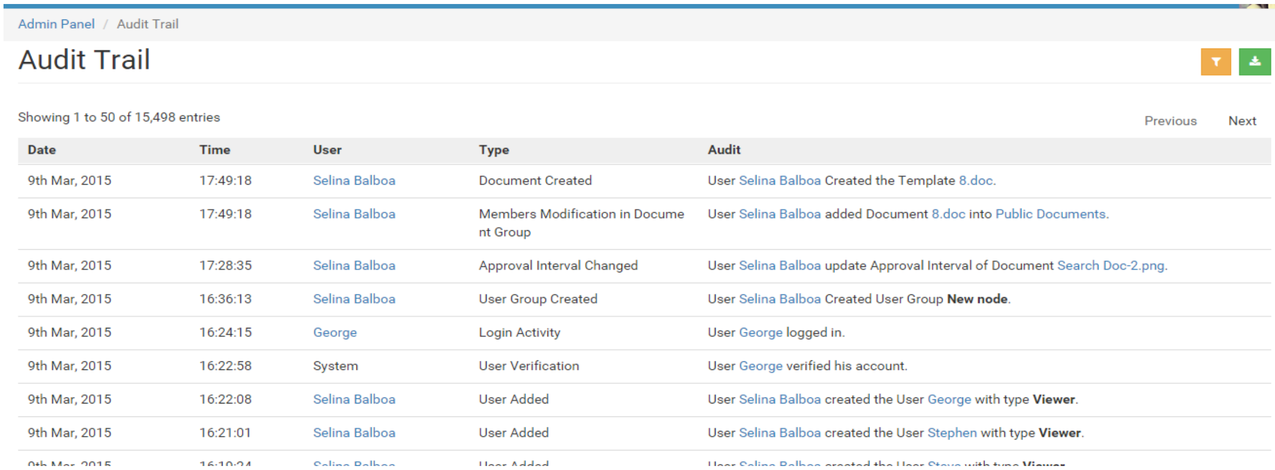
All user actions are logged in the Audit Trail. An audit consists of a date and time stamp, username of the user who initiated the action, the category the action falls under, and a short description of the nature of the action. Audits are displayed from most recent to oldest.

Audit trail latest entries are available on the Admin Panel Main Screen at the bottom. Click on the little chain icon at the top right corner of the Audit Trail box to see more and filter.

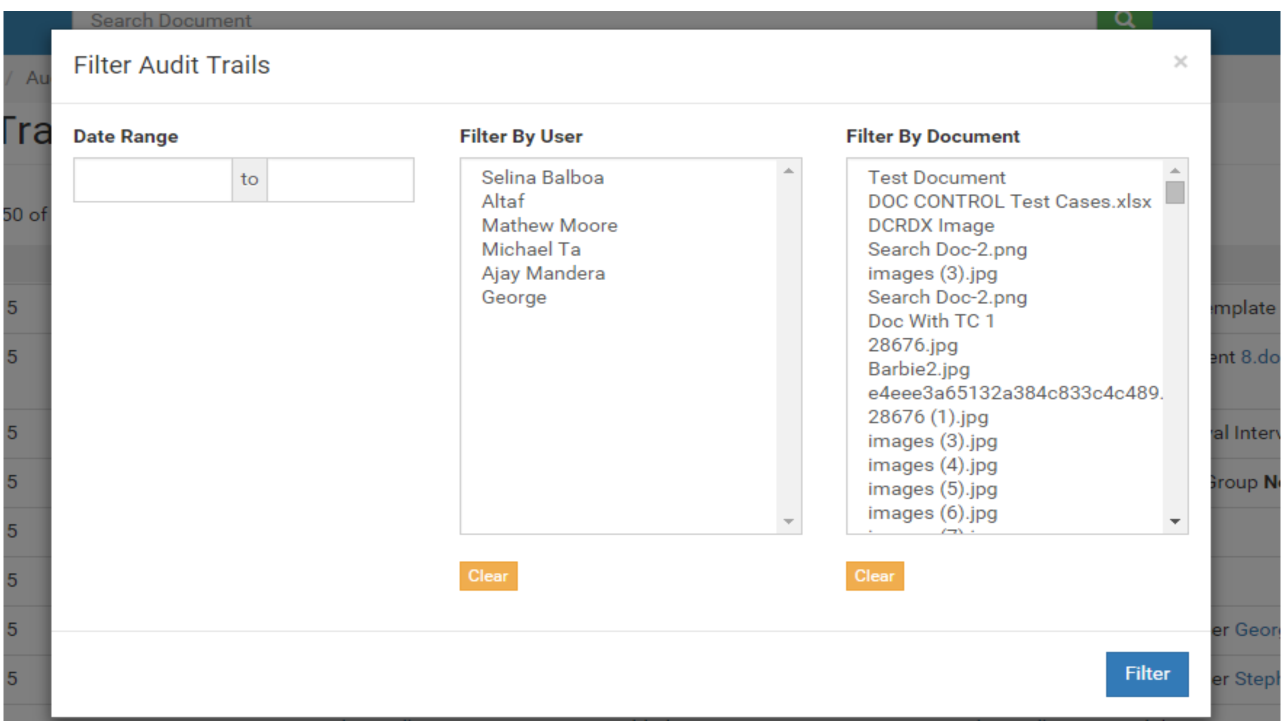


Filtering the Audit Trail

Administrators can filter for the audit trail of a specific document. To filter the audit trail:



1. Click on filter icon
2. Filter the audit trail by the following:
   a. Input Start and End dates to filter for
   b. Select a specific user
   c. Select a specific document within a Document Group

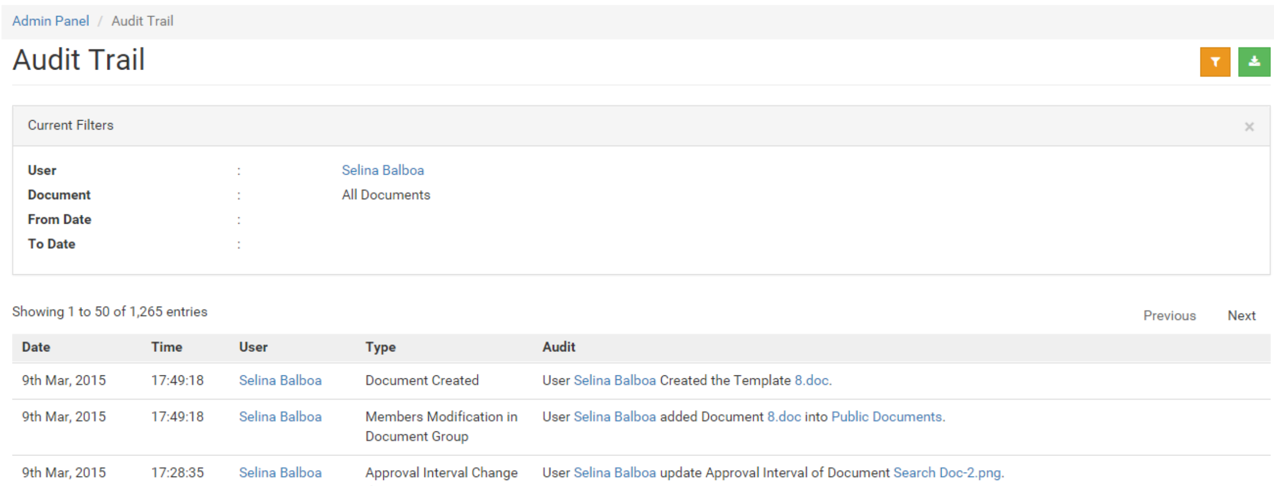


Note: Filters can be applied together to narrow the results to those that fit all criteria

3. Click on '**Filter**'.

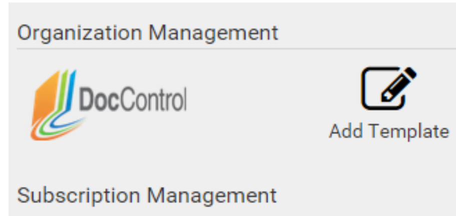
The list of audits generated by the audit trail can be exported and downloaded into an excel file. To download the audit trail:

1. Filter for the audits you want to include
2. Click the icon to export and download the file



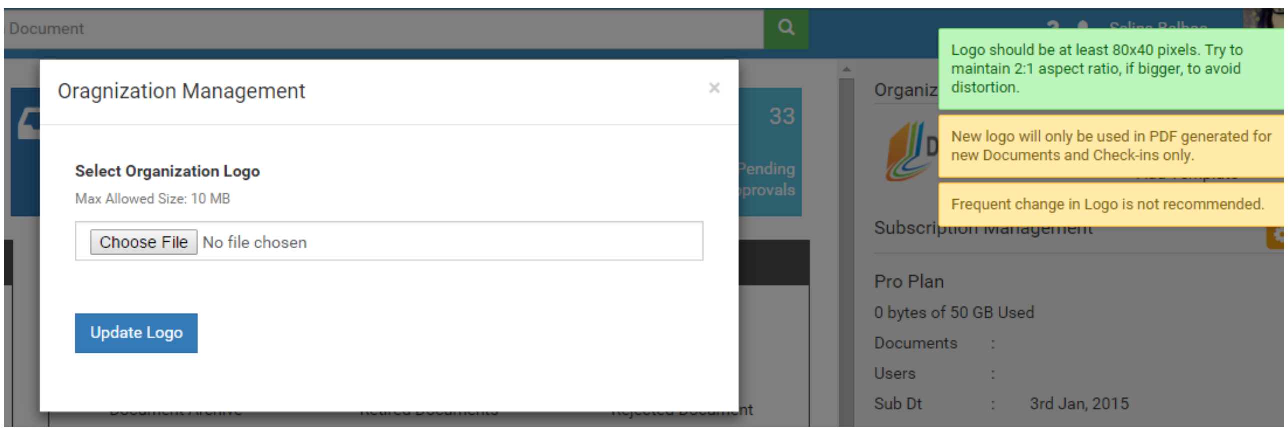
Update Organization Logo

The organization logo appears at the DocControl login screen. In addition, the logo is used in the generated PDF header.



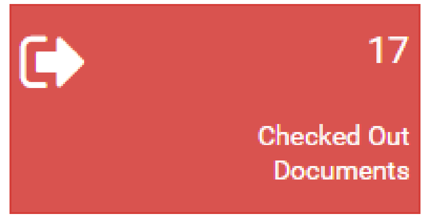
Administrators can change the logo at any time, however it is not recommended to frequently alter the logo. To change the logo:

1. Click on '**Default Logo of DocControl'**
2. Select a new logo file from the desktop (PNG, JPEG, GIFF)
3. Logos should be at least 80x40 pixels and maintain an aspect ratio of 2:1 for best results
4. Click on '**Update Logo**'.



Note: The new logo will only appear on PDFs generated after the update. If you want the new logo to be used on any prior documents you must re-generate the PDF.

View All Checked Out Documents



This option lists all the checked-out documents sorted by most recent check-out. The list includes the document name, user who checked out the document, revision number of the document, and the checkout date.

Admin Panel / Checked-Out Documents

Checked-Out Documents

ID	Document	Rev	Status	Checkout By	Checkout Date	Actions
128	Sep Check - 02.06.2013	1.0	Approved		12th Feb, 2015	
129	Sep Check - 03.06.2013	1.0	Draft		7th Feb, 2015	
130	Sep Check - 04.06.2013	1.0	Draft		7th Feb, 2015	
134	08.06.2013	1.0	Draft		9th Mar, 2015	
178	Attendance	1.0	Draft		7th Feb, 2015	
307	Screen List Clinion.xlsx	1.0	Rejected		24th Dec, 2014	

Administrators can print out a copy of this list by clicking on the '**Print**' button.

View Pending Approvals

This option lists all of the active approval requests. Each item includes the approver to notify, the approval type, and the name of the document.

Note: This section is in the process of being deprecated. Please refer to View Pending Requests.

Admin Panel / Pending Approvals

Pending Approvals

ID	Document	Rev	Request	Request Dt	Approvers	Status	Date	Deadline	Actions
633	eastcoast-logo-80x40.png	4.63	Approval	8th Jan, 2015	Selina Balboa	Pending	N/A	30th Dec, 2014	
639	01_dreamstime_full_10_16.pdf	1.2	Approval	10th Oct, 2014	Selina Balboa	Pending	N/A	N/A	
640	1_Bill Report	1.2	Approval	10th Oct, 2014	Selina Balboa	Pending	N/A	N/A	
642	Basic Fever Report	1.2	Approval	10th Oct, 2014	Selina Balboa	Pending	N/A	N/A	
643	Viral-Fever Report	1.2	Approval	10th Oct, 2014	Selina Balboa	Pending	N/A	11th Oct, 2014	

Administrators can print out a copy of this list by clicking on the '**Print**' button.

View Pending Reviews

This option lists all of the pending reviews assigned to users. The layout is similar to the 'View Pending Requests' report. The document name, id, revision number, and current status appear on the left. The user(s) assigned to review each request is listed on the far right. The request type, request date, and deadline are located between the document information and the reviewer. In this instance the request type can only be review.

Admin Panel / Pending Reviews

Pending Reviews

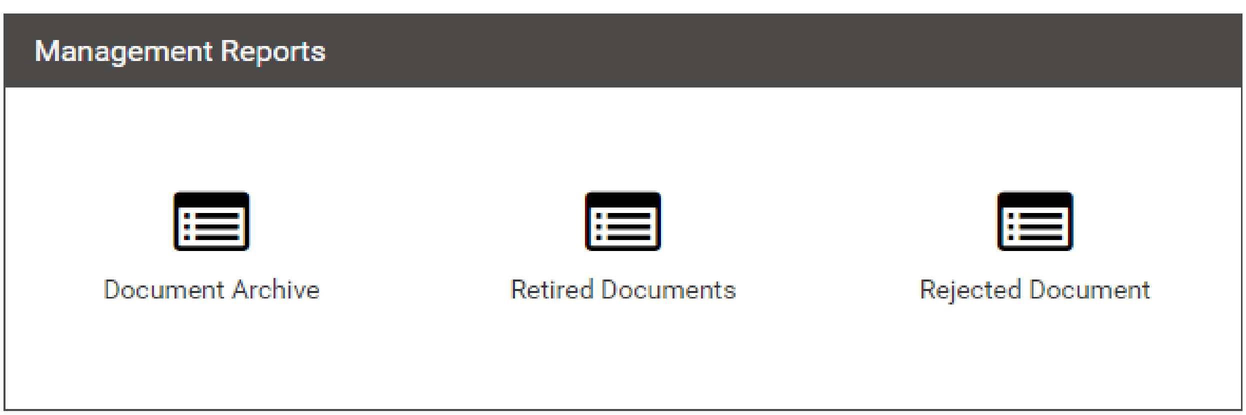
ID	Document	Rev	Request Dt	Reviewers	Status	Date	Deadline	Actions
2	DOC CONTROL Test Cases.xlsx	1.1					Invalid date	
20	Sick Leave.docx	2.23					Invalid date	
30	Apology Letter.docx	1.27					Invalid date	
31	appraisalform_196.doc	1.27					Invalid date	
32	Interview thank you letter.docx	1.27					Invalid date	

The requests in the list are sorted by the earliest to latest '*requested on date*'

Note: Reviews that have been completed will not be listed.

Retired Documents

Administrators can access a list of all the retired documents in DocControl. The documents on the list are sorted by upload date, from oldest to most recent. The document name, revision number, author, status, size, and upload date are listed.



1. Under Management Reports click on Retired Documents.
2. Administrators can access the details of a retired document by clicking on the **document name**
3. Entire Retired Document list can be exported into Excel.
4. Individual Documents can be download / exported / information accessed on the listing panel.

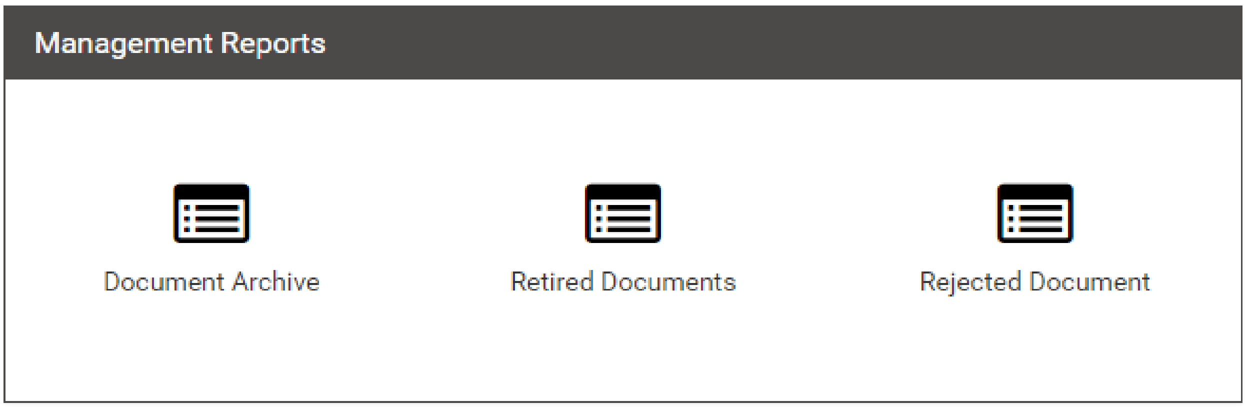

Admin Panel / Management Reports / Retired Documents

Retired Documents

ID	Document	Rev	Author	Creation Date	Actions
3	DCRDX Image	1.0		27th Jun, 2013	
4	Search Doc-2.png	1.0		27th Jun, 2013	
4	Search Doc-2.png	1.1		27th Jun, 2013	
4	Search Doc-2.png	1.2		27th Jun, 2013	
4	Search Doc-2.png	1.3		27th Jun, 2013	
5	images (3).jpg	1.0		27th Jun, 2013	
5	images (3).jpg	2.0		27th Jun, 2013	

Rejected Documents

Administrators can access a list of all the rejected documents in DocControl. The documents on the list are sorted by upload date, from oldest to most recent. The document name, revision number, author, status, size, and upload date are listed.



1. Under Management Reports click on Rejected Documents to see list of all Rejected Documents.

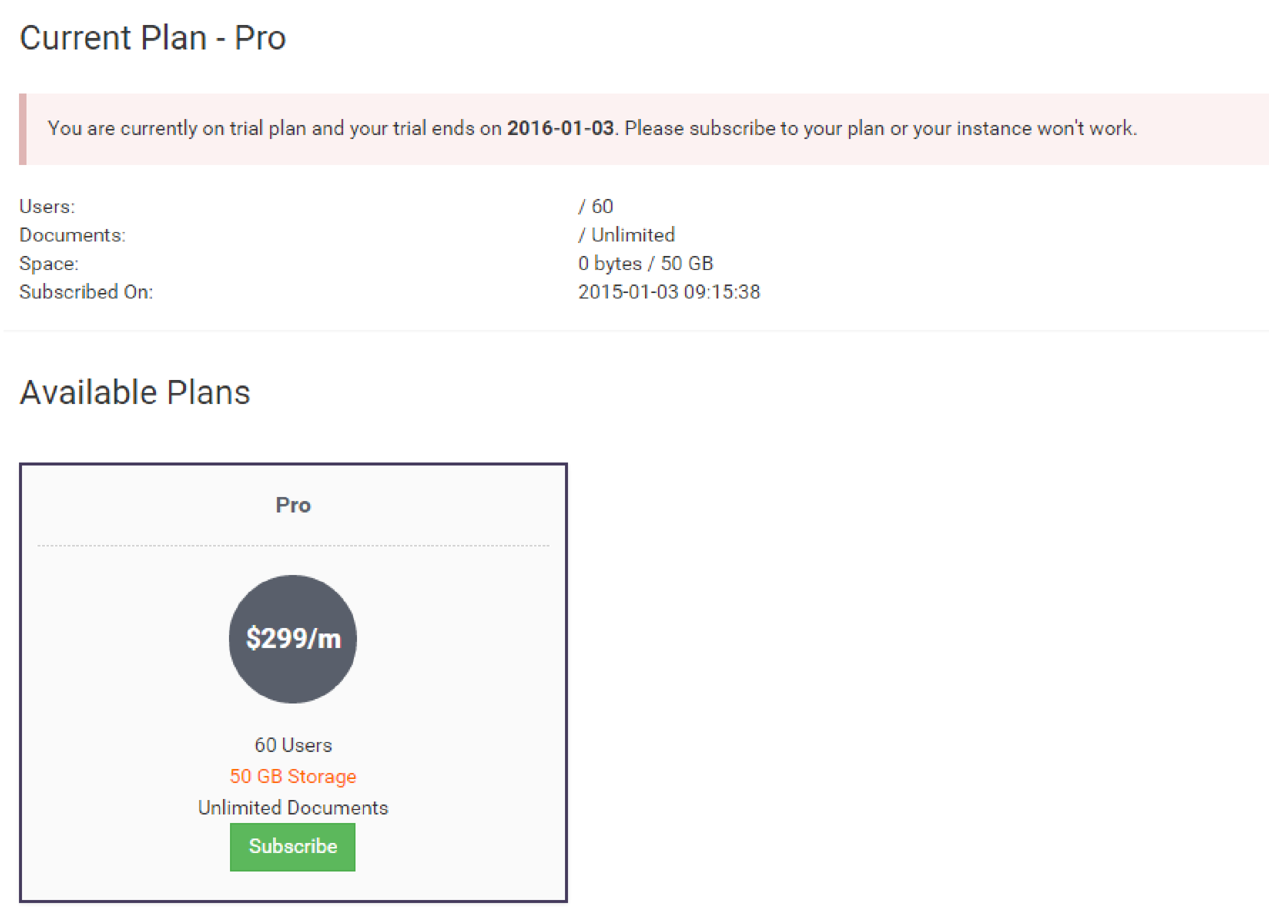
ID	Document	Rev	Author	Creation Date	Actions
3	DCRDX Image	1.0		27th Jun, 2013	
4	Search Doc-2.png	1.0		27th Jun, 2013	
4	Search Doc-2.png	1.1		27th Jun, 2013	
4	Search Doc-2.png	1.2		27th Jun, 2013	
4	Search Doc-2.png	1.3		27th Jun, 2013	
5	images (3).jpg	1.0		27th Jun, 2013	
5	images (3).jpg	2.0		27th Jun, 2013	

2. Entire Rejected Document list can be exported into Excel.
3. Individual Documents can be downloaded / exported / information accessed and information exported on the listing panel using the icons to the right on the display panel.

Update Subscription

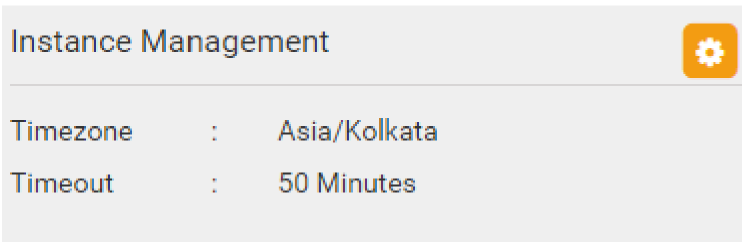
Administrators can update the plan by clicking on Subscription management icon in right side panel of the Admin Dashboard.

1. It shows you your current plan information
2. And also available plans which can be subscribed to by click on the same.

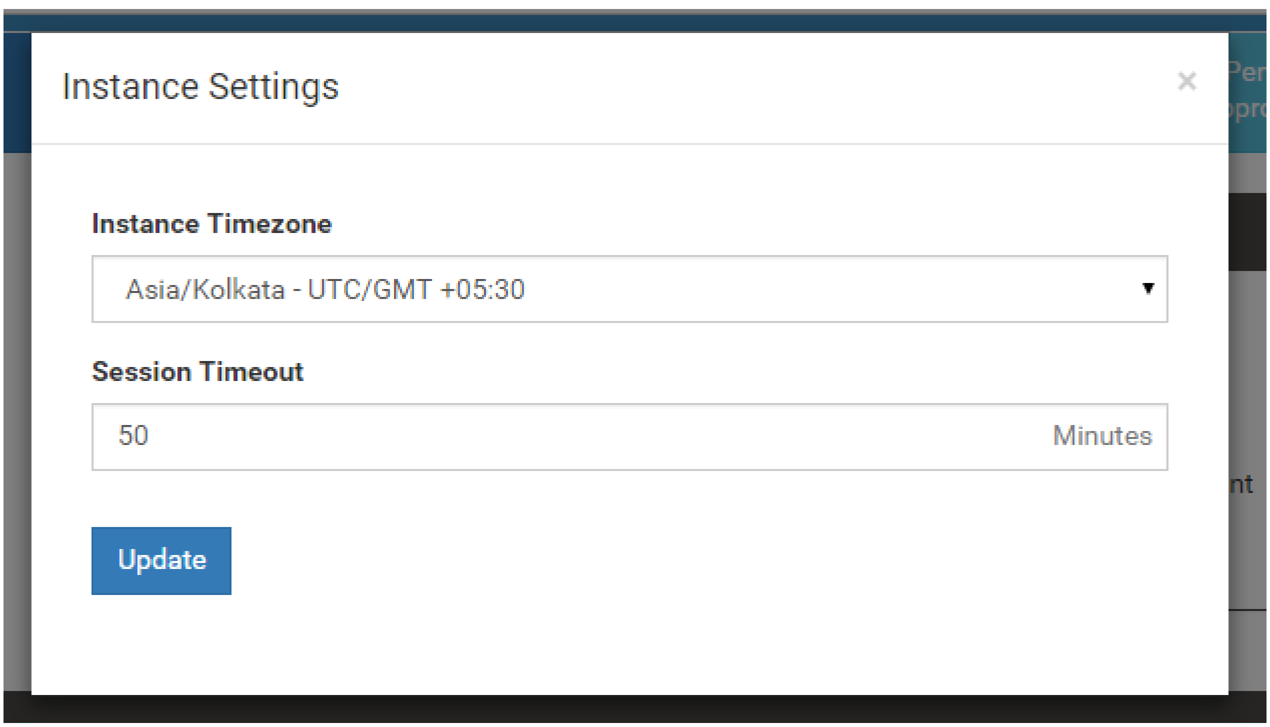


Update Instance

Administrators can update the time zone default and also the timeout default for an user using the Instance management option.

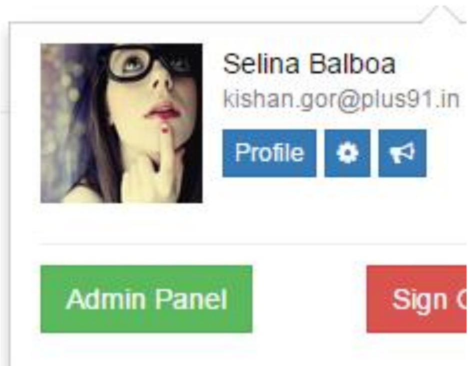


1. Click on the edit icon to open a pop-up
2. Edit the time zone by selecting from a dropdown.
3. Select the time out option by entering a numerical value for minutes.
4. The above edits are applicable to all users of the instance.

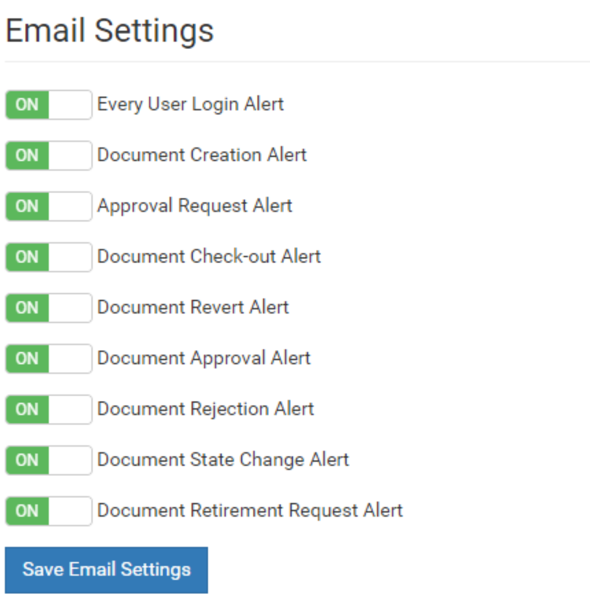


Email settings

Administrators can update the e-mail setting for a given instance.



1. Click on the edit icon  to open the setting page for E-mails.
2. A panel of options opens up. Select the setting as needed.
3. Click on '**Save Email Settings'**

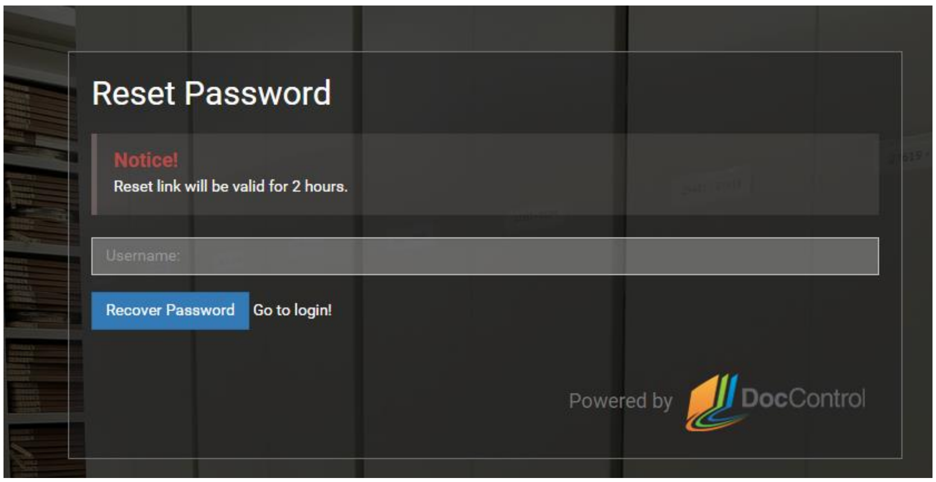


Password Management

Forgot Password Process

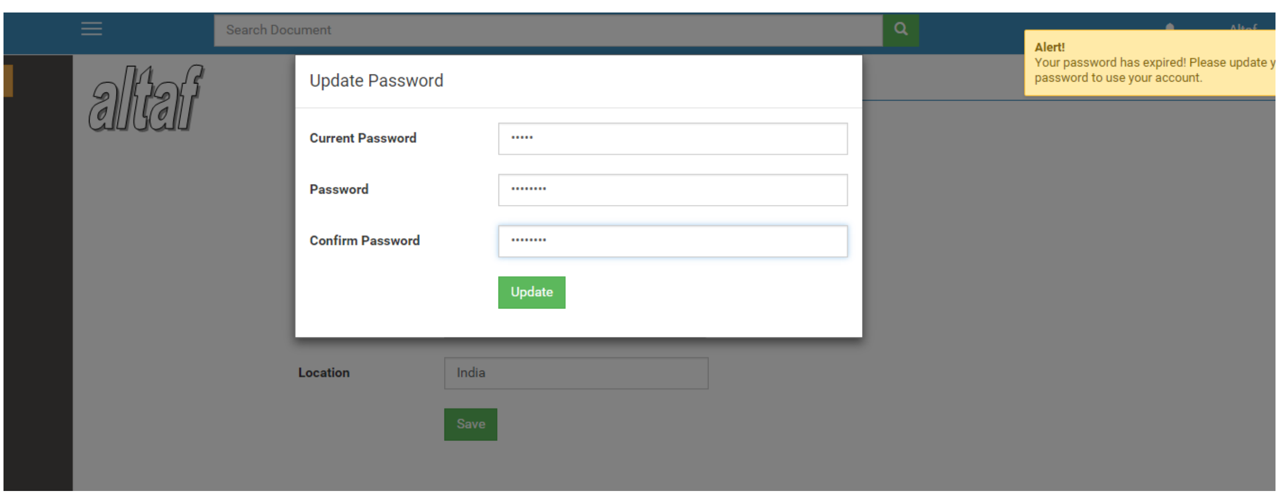
On clicking forgot password, a new screen lets you request a new password via e-mail. The e-mail link is valid for 2 hours.

Enter Username and click on re-cover password. You will receive an e-mail. Click on the link on e-mail and update the password to the new password.

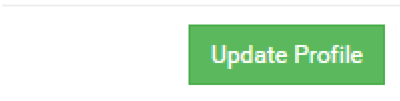


Password Expiry

As per HIPAA compliance password needs to be changed in 30 days. An alert if request you to change the password Enter the old password and add the new password twice and click on Update.

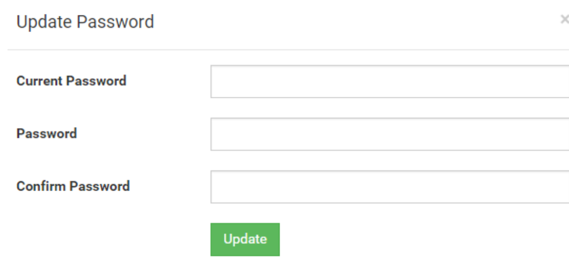


Password Update



To update your password:

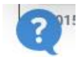
1. Click on the name corresponding to the account left of the profile drop down menu at the top.

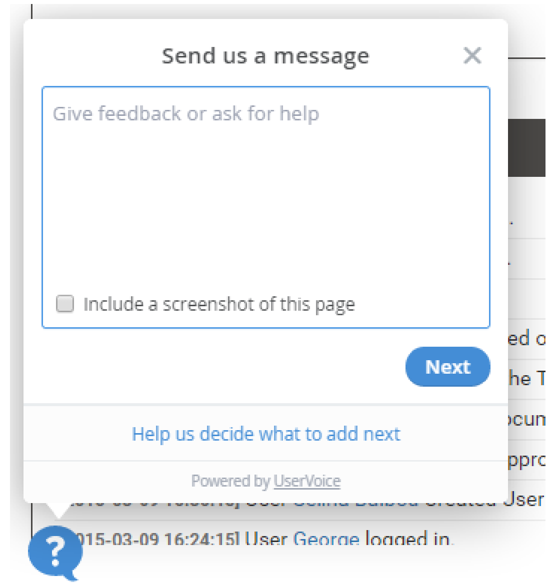


2. Click on '**Update Password'.**
3. Fill in the form according to below:
   a. Enter the *current password*
   b. Enter the *new password*
   c. Retype the *new password*
4. Click on '**Update**'
5. You will now be able to login with the new password

Support

To contact support or leave feedback click on the Feedback & Support tab

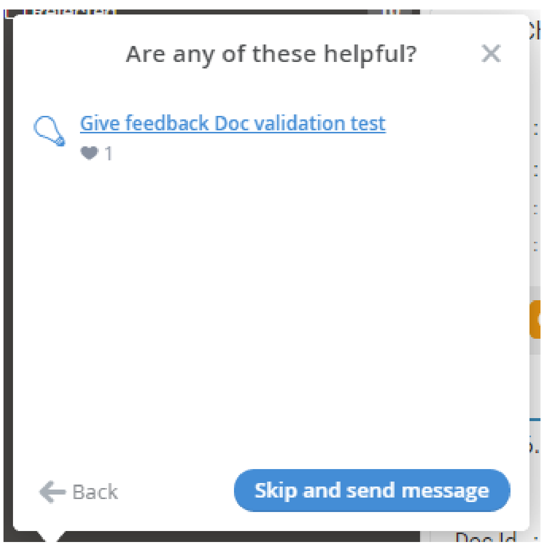
Icon located on the left bottom corner on most screens. 



To contact support:

1. Enter a message
4. *Optional:* Attach any necessary files or screen shot to help illustrate what is happening
5. Click the '**Next'** button
6. It will show you a list of possible help options. Either click to read the message or click on '**Skip and Send Message'.**

Your message will be sent to a DocControl support representative. Someone will review your case and contact you to help resolve it.



Frequently Asked Questions

1. **How do I regenerate the PDF of a document?**

   The simplest way is to temporarily changing approval dates, altering the pdf, header and footer settings. Other ways include, adding / removing approvers, checking out and in a document (this will change the version number).

2. **How do I create a document?**

   Simple! After logging in, click on the Add Document button. Now select the file, give it a name, select the document groups you want to add it to and click on Upload button. A PDF is automatically generated for most document types. Your document automatically inherits the security settings and properties of the document group in which it was placed.

3. **What are Document Groups?**

   Document Groups are a collection of the Documents with defined settings. Document access, document approval, watermark, front page formatting, and document footer properties are all controllable through the properties of the document group. Document groups are arranged in a hierarchical structure, and a sub-folder will inherit the properties of the parent folder, unless overwritten. Of course, these properties can be applied to individual documents, if desired.

4. **I just created a document but it is not available inside the document group. Why?**

   Every newly created document is in draft format and it will only be available in Drafts group, which can be selected from left panel. Documents will only be added to the document tree following approval.

5. **I want to see more details of a document. Who should I do?**

   Select the document in Document list on Dashboard using the information icon and then click on the see document page icon for more details and actions

6. **Which type of documents can be added?**

   Technically any type of document can be added to DocControl, but to take advantage of the auto-PDF functionality, the following DocTypes are recommended: MSOffice (Word, Powerpoint and Excel), OpenOffice, LibreOffice, PDF, Image files (JPG, GIF, PNG and others). Support for additional file-types are added regularly!