



MS ACCESS APPLICATION DATA SHEET

Description
<h3>Total Integrated Document Register System</h3> <p>Document Register System includes:-</p> <ul style="list-style-type: none"> • Internal Register – allows you to create a summary list of all documents, grouped by standard, type of document or department/section • External Register– includes all external documents managed • Change Control – allows for a summary of changes made to the documents • Transmittal Register – includes traceability of document movement • Transmittal Note– automatically generates list of all changes made per day

Features:	Compatible with MS Word & Excel Aligned to requirements of ISO 9001, ISO 22000, ISO 14001, ISO 18001
Typical Application in Practice:	All the documentation details are uploaded into the database, as the register is updated daily a transmittal notice is automatically generated. Registers per Dept, Standard or type of Doc can be created at a click of a button. A change history and transmittal history can also be generated.
Hardware/Software Requirements:	MS Office 2003, 2007 or 2010 including Microsoft Access. Alternatively an MS Access licence can be purchased through your local IT support.
Modifications Required:	To further customise for local use you can request additional fields, change field names, additional or changed graphs/reports.
Training:	A training module comes with the database. If additional training is required then a consultant will visit your site at an hourly charge.
Change Control:	All requested changes will be handled on a time activity quote basis.

Support and Tailoring
The systems are updated annually and a free upgraded standard version will be available if required.

Contact Details
For more information regarding the above or any other training requirements, please contact, Emily Ackerman on 021 713 2380 or emily@wha.co.za