SINGLEPOINT™

SINGLEPOINT NEXT GENERATION DOCUMENT MANAGEMENT.

Singlepoint's Next Generation Document Management is designed for the way today's businesses need to work. Systemic control, secure access and in-built compliance and all with a simple and intuitive end user experience. Singlepoint's Next Generation Document Management has been completely re-designed to be super-fast and is loaded with an awesome array of features to maximise the productivity of your most precious asset – your people!

All companies have the need to manage and control documents and to make them available to their workforce in a secure fashion. This may also include the need to share them with customers and suppliers, and even across the world to staff in offices and plants around the globe.

We hear a two-sided story repeated to us time after time. On the one hand there are the needs of Company's management: huge numbers of documents, multiple file types, various locations to provide access to and all of it to be controlled and compliant to their industry standards.

Then, on the other side, are the needs of the end user who just wants simplicity and speed and to be able to access the right document at exactly the right time.

Singlepoint can do all this and more.

Key Features

We've been working with our customers since 1996 to build real solutions to real business problems. Our customers are drawn from a variety of industries and this close and on-going collaboration has given us a unique insight into what businesses truly need today.

Let's start with the end user

Here at Singlepoint, we have listened very carefully over the years to what our customers, and their users, tell us about what they need and how they want things to work. There's no better example of that than Visual Navigator; see the screen shot example above.

Now, we may not have invented the concept of a user clicking on an image and then being taken to documents, but we may well have perfected it. In Visual Navigator, you can design your own screens and landing pages and drop on clickable links to instantly take the user to where they want to go.

The feedback we get from our customers is that their users love it because it's so quick and easy to use. But the real difference is in the back-end; the death of these types of systems is usually the massive administrative effort required to keep things up-to-date.
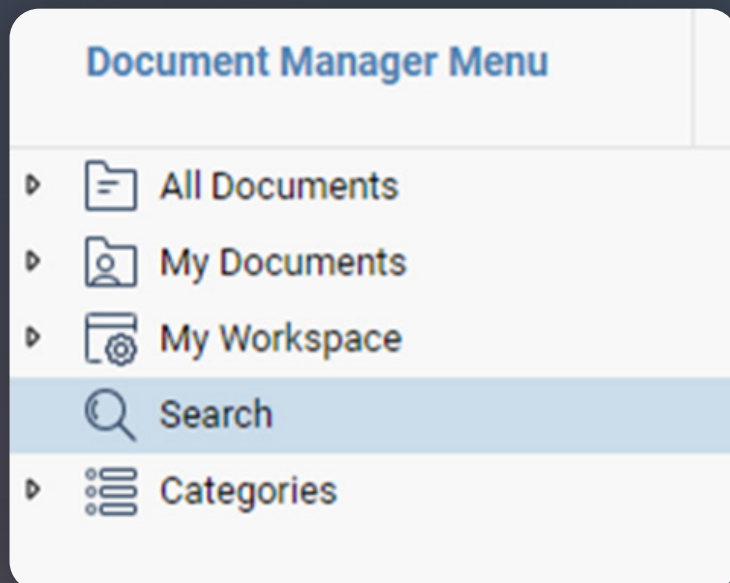
That's not the case with Singlepoint; once you have created the relationship between a link and a document Singlepoint will maintain that link even when things change.

There are many other ways for end users to search for documents;

Filter Folders combine indexing with a classic folder approach to deliver super-fast and accurate search capabilities.

Additionally, Singlepoint offers Quick Search, Full Text Search and even Image Search, to enable end users to rapidly locate the documents they're looking for, sure in the knowledge that Singlepoint is systemically ensuring revision control to make sure they can only access the right document at the right time.
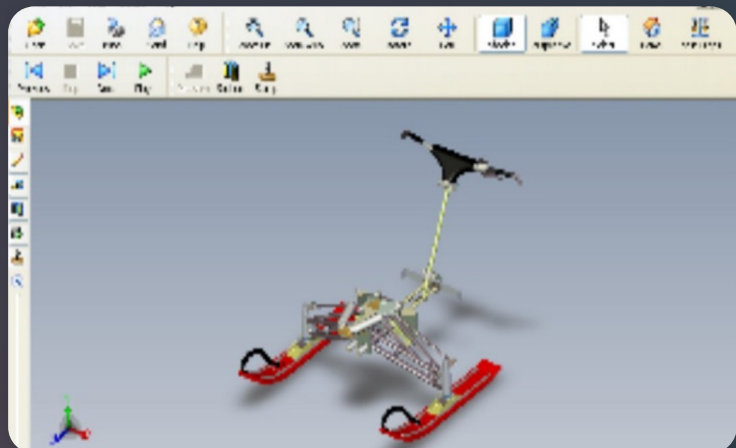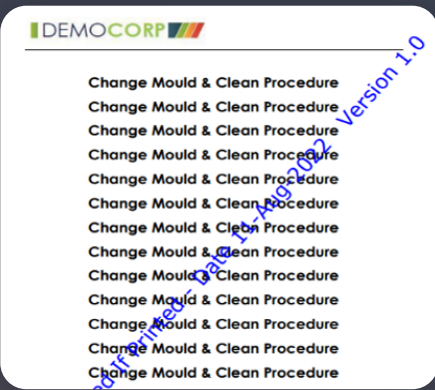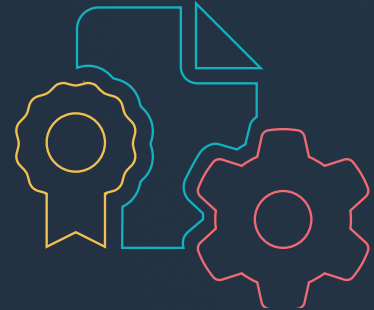
Document Manager Menu

▷ 🗐 All Documents

▷ 👤 My Documents

▷ 🖥 My Workspace

🔍 Search

▷ ☰ Categories

Perfect Viewing Every Time, Plus an In-Built Watermark Feature

Singlepoint DCS has its own on-board viewing technology called Viewpoint – as standard this tool will do a perfect job of viewing any Microsoft Office™ document by rendering the view of the document as a PDF to the end user.
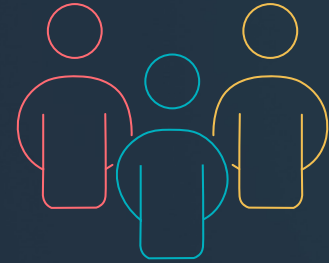
You can secure your documents further by using our in-built watermarking feature which allows you to display labels on the PDF rendered documents, such as "Uncontrolled if Printed", along with intelligent data brought back from the system such as version number, date, document owner's name etc.

We can apply the same technique for any other file type by simply installing the required software on the Singlepoint server and Viewpoint will do the rest - – rendering perfect PDF views each and every time, producing superb results for images, 2D drawings etc. Singlepoint can also be used with virtually any commercially available 3D viewing software allowing you to bring up the 3D model and (depending on the chosen 3D viewer) rotate, cut and mark-up.
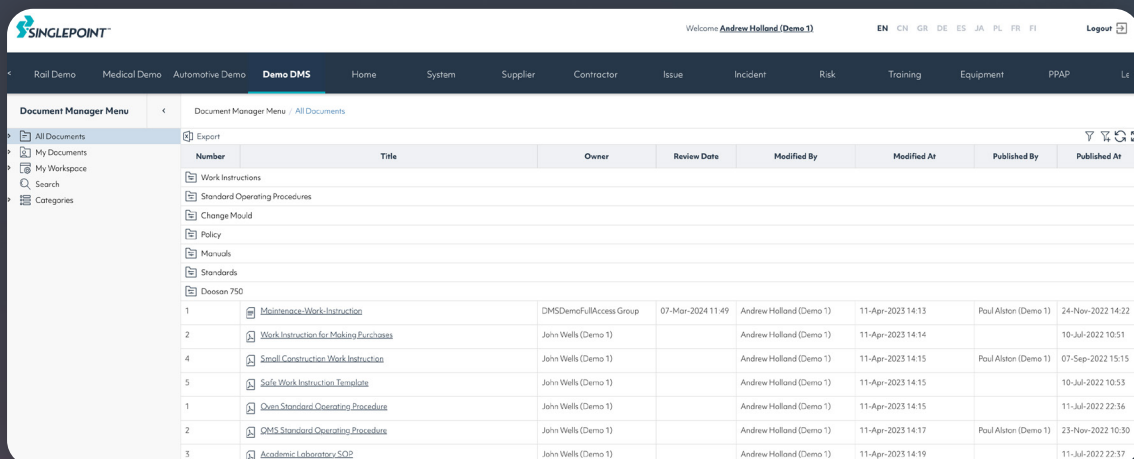
Next Generation Features

The Power To Perform – Some of the world's biggest companies have already been using Singlepoint for more than a decade to manage and control business-critical documentation. That's because Singlepoint DM has always had the power to perform, the power to handle huge numbers of both documents and users quickly and intuitively. Our Next-Gen Singlepoint DM takes that even further - with ease-of-use, performance and scaleability at the very heart of the product. Here's why you should take a good look at Singlepoint and Singlepoint DM.

- **Performance** – The improvement in the speed of operation has to be seen to be appreciated. This feature alone warrants taking a close look at Singlepoint's Next-Gen DM. We all hate using slow, cumbersome software. The time saved by your users when compared to current methods will be considerable and measurable and will directly drive the productivity of your workforce.

- **Completely New System Architecture** – We haven't just tweaked around the edges of the existing Document Management module in Singlepoint – we have re-written it from the ground up and employed completely new system architecture - and the effect has been astounding! Next-Gen DM is now super-fast and your users will quickly come to appreciate the time it will save them and the value it will add to what they do day in, day out.

- **Modern Look and Feel** – Users like to use modern software and this helps massively with user engagement, productivity and return on investment. Our new 'Dark Mode' is proven to be less tiring on the eyes than traditional bright screens.

- **No More Pop-Ups!** – The navigation style has changed – we no longer use pop-ups to take the user from one view to another. We're sure that users will prefer this approach and it is definitely quicker as it takes a small amount of time each time a pop-up is opened.

- **Full Text Searching** – Users can search for specific words or phrases that are found in the document itself and because of the radically improved performance, the results of their search will be presented almost instantly.

- **Visual Navigator Integration** – Singlepoint features a unique user interface (UI) design tool called Visual Navigator. It allows you to design and present graphically based navigation screens and landing pages that are so intuitive to use that end user training becomes almost irrelevant. However, Visual Navigator's self-maintaining design tools mean that you won't become a slave to the upkeep of your system, Singlepoint automatically cascades changes through without compromising on accuracy and security.

- **Module Integration** – Combining the availability of controlled documentation with key business processes has never been easier than with Singlepoint. Since its first release back in 2007, Singlepoint has offered a family of standard modules alongside the power to be able to design and build your own custom modules. Integrating Singlepoint DM with these modules brings everything together beautifully and can make your Quality system really fly. For example, you want to place a link on a form in our Problem Solving / Corrective Action module so that the user can instantly access the current controlled SOP for Root Cause Analysis. All the users now has to do is click the link on the form and Singlepoint will deliver the right document at the latest version release instantaneously.

- **Document Search and Retrieval** – Singlepoint DM has got every aspect well and truly covered when it comes to giving the users everything they need to find what they need quickly and easily. Whether it's through clickable filters, clickable images or full text searching, your users will waste no more valuable time trawling through shared drives and folders trying to find what they're looking for.

- **Compliance Strength** – Singlepoint DM has been designed with compliance at the forefront of everything. We have been working with Quality, Health & Safety and Engineering professionals for many, many years and they have helped us to mould a product that not only meets all of the needs of the end users but delivers on every level when it comes to the requirements of compliance professionals in terms of process visibility and control, historic audit trail maintenance and, of course, complete alignment with the operational goals of your business.

- **Integration with PowerApps** – The drive towards mobile functionality is unstoppable and so we have made this new release fully compatible with Microsoft's PowerApps development platform and indeed any other app design platform. This means your users can take this functionality with them wherever they go with a smart phone or tablet.

- **Fully Integrated with Radar BI** –Singlepoint has its own Business Intelligence (BI) tool called Radar. You can connect your Singlepoint DM (document related) data to Radar BI, so you can now design your own reports to help you manage, understand and improve your document management system and strategies. However, if you already use another BI tool, such as Power BI, we can connect the data to your existing BI software instead.

- **Powerful User Groups Functionality** – Time is precious and you need systems that will enable you to manage large numbers of documents and users quickly and easily. Singlepoint DM even features the ability to create sub-groups for even more powerful and targeted document management. The User Group function can be used on a Route for Approval process and can effectively offer hybrid Serial / Parallel routing.

Coming Soon

- **In-Image Search (Optical Character Recognition)** – This feature will allow users to search for words and phrases in PDF's and image file types such as JPG, TIFF etc. For example, if you have scanned documents on the system saved as PDF or an image type, users will be able to use the Full Text Search even on these types of documents.

- **Image Search** – This very clever feature will allow you to search your document database for images, such as logos on documents or photographs in documents, such as Work Instructions.

- **On-Mass Document Registration** – Next-Gen DM will have the capability to allow your document administrators to import very large numbers of documents into Singlepoint on-mass. This will massively increase the speed at which you can grow your system. The import tool will feature the ability to define all of the required meta-data needed by the system in order to manage your documents intelligently.
- **Main Grid Editor** – You will be able to edit the layout of the grid on the main page (in fact all of the grids will be editable), so if the standard presentation of columns on the grid(s) doesn't suit, you will now be able to change them to fit exactly what you want your users to see when they're using the system.
- **Form Designer for Document Management Module** – With the previous version of Singlepoint DCS, you were unable to edit any of the forms used in the module. That will change with the new release; you will be able to design and edit all of the fields on the module's forms, this will help you tailor the module to suit the exact way you work.

Built for Entreprise

Singlepoint DCS is 100% web based, so the user can be anywhere in the world and all he/she needs is a browser and access. The interface is clean and fresh and well laid out for intuitive use and can be switched to any number of languages including Asian and Cyrillic.
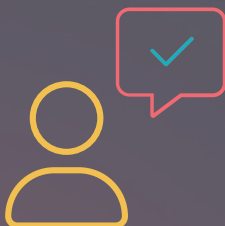
Powerful features such as Global Document Properties (for mass   management/updating of key document attributes), Global Portal Management, Mass Document Registration and Document Groups will truly place your document administrators in total control of their system.

Quick to Deploy and Fully Integrated with all Modules

All of this means your system will be quick to deploy and easy to maintain.

Singlepoint DCS is of course fully integrated into the rest of Singlepoint which means you can now combine views and references to documents stored in the DCS into your dynamic processes in Singlepoint, making best practice an intrinsic part of what your people do day in and day out.

Powerful Add-On Integrated Modules

| competency check | Radar | Training |

About Singlepoint

Singlepoint is a rapidly adaptable no code QMS and compliance platform that helps manufacturing and engineering businesses continually improve processes, reinforce a culture of compliance and drive quality from a single source of truth.

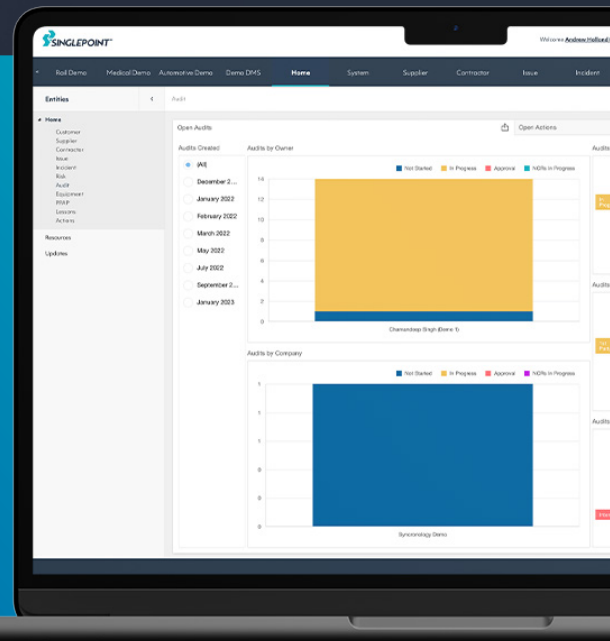## Expert UK support at every step

With over twenty years experience in process improvement, our team is on-hand to support throughout the implementation process and ongoing development and support of your system.

Schedule a free demo

Find out how we can help your organisation improve processes, reinforce a culture of compliance and drive quality from a single source of truth.

Contact us today to arrange a call and, together, we can take the first steps towards making your QMS truly come alive.

Book a demo →