

Current Framework

SRCSD Document

Admin

Documentation

Preferred Framework

SRCSD Document

- Admin
- Documentation
- Laboratory
 - Reports
 - Worksheets
- QA (Regulatory) documents

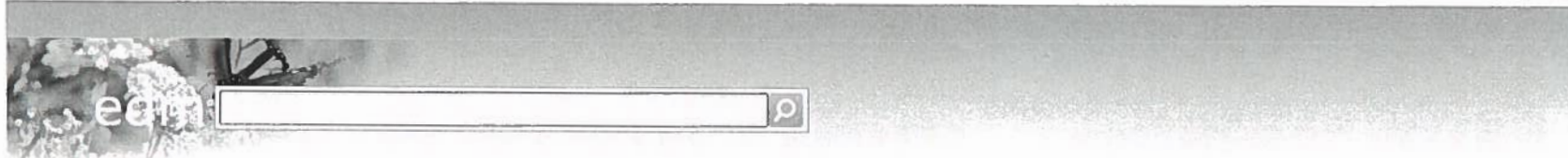
▲ SRCSD Document

- ▲ Admin
- > Finance/Purchasing
 - Documentation

Document Title	<input type="text"/>	Facility	<input type="text"/>
Equipment #	<input type="text"/>	Company	<input type="text"/>
Document/Drawing #	<input type="text"/>	Contract	<input type="text"/>
Sheet #	<input type="text"/>	Status	<input type="text"/>
Document Serial #	<input type="text"/>	Keywords	<input type="text"/>
Document Type	<input type="text"/>	Comments	<input type="text"/>
Document Sub-Type	<input type="text"/>	Date Created	<input type="text"/> 15
Content	<input type="text"/>	Checked Out	<input type="checkbox"/> Last Modifier <input type="text"/>
File Type	<input type="text"/>	Stakeholder	<input type="text"/>

Disadvantages

- Most of the indexing cannot be used for lab documents
- If used these indexing will not be user friendly for lab staff
- Require constant training to input or find documents
- Cannot integrate with LIMS
- Lab is the office of records for all the analytical data, this system will require significant efforts to add archive data in to filenet.
 - Archived reports, COC are stored in our format
 - Currently stored in shared drive- intent to have in filenet.



Filter Results Classes

Advanced Search

☐ SRCSD Document

☐ Admin

☐ Finance/Purchasing

☐ Accounts Payable

☐ Accounts Receivable

☒ Claim/Reimbursement

☐ Correspondence

☐ Credit Card

☐ License/Certificate

☐ List/Log

☐ Purchasing Documentation

Objects

Document Title

Document Date

AP Vendor

Invoice

Reference #

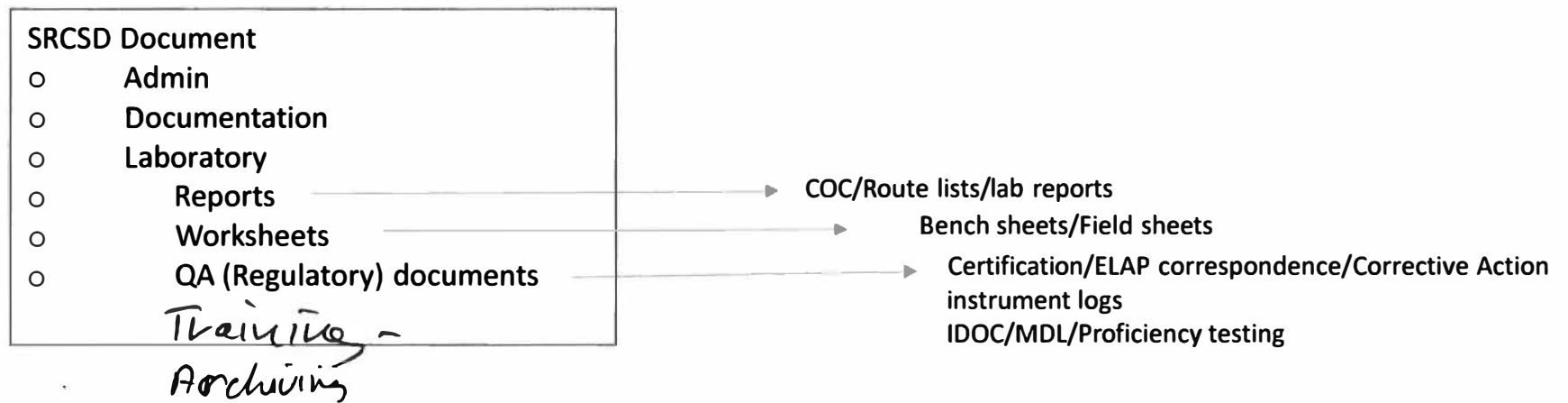
Employee Name

Keywords

Comments

Content

Default Sort Title



Reports

Document title
Document type
Work order Number
Client
Sample date (range)
Key words



Lab reports
COC
Route lists

Worksheets

Document title
Document type
Batch number
Queue
Test date
Key words

Document types

Bench sheets
Field sheets

QA documents

Document title
Document type
Method
Key words



Instrument logs
Certification
CoA
QA documents

Can live with

SRCSD Document
Admin
Documentation
Laboratory



Document title
Document type
Batch number
Queue
Work Order Number
Client
Method
Test/sample date
Key words

Document types

Bench sheets
Field sheets
Lab reports
COC
Route lists
Instrument logs
Certification
CoA
QA documents

Worksheets

Document title
Document type
Batch number
Queue
Test date
Key words



Bench sheets
Field sheets

Reports

Document title
Document type
Work order Number
Client
Sample date (range)
Key words

Document types

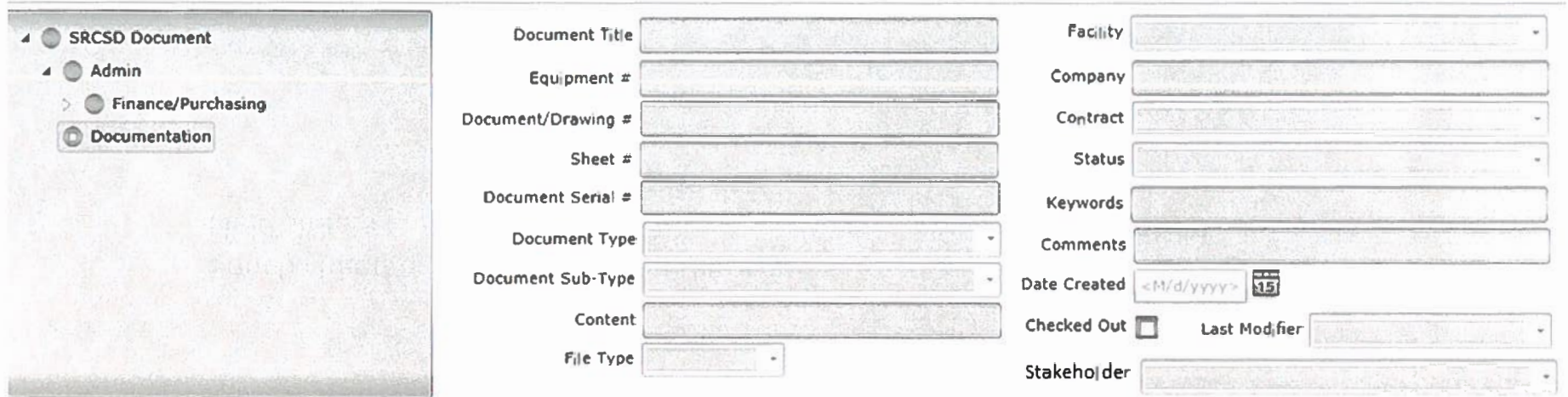
Lab reports
COC
Route lists

QA documents

Document title
Document type
Method
Key words



Instrument logs
Certification
SOP
CoA
QA documents



SRCSD Document
 Admin
 Finance/Purchasing
 Documentation

Document Title
 Equipment #
 Document/Drawing #
 Sheet #
 Document Serial #
 Document Type
 Document Sub-Type
 Content
 File Type

Facility
 Company
 Contract
 Status
 Keywords
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