

Controlled Document Management System

NOVATA SOLUTIONS

Where Precision Meets Collaboration in Controlled Document.



Controlled Documents



QuickLinks

Document Register
Authoring Library
Workflows
Reports

Search Documents

48 results for ""

File Type:

Plant or Area: Discipline: Department or Business Area:

Sub-Area: Equipment: Sub-Equipment:

Document Type:

Doc Archive: Yes No

Title	Modified	Summary			
Legal Finance	March 21, 2023	This is a legal finance template This is a test document e...			
test beltheide	June 7, 2022	This is a legal finance template This is a test document e...			
Test for SCC	December 19, ...	This is a template for L1edforccdm-cddd			
Dress Code Policy	January 25, 20...	This is a template Test for SCC<idsp>			
Diversity Policy	March 18, 2021	Document Control Document Title Dress Code Policy Documen...			
COVID-19 Continuity Plan	NOV_Polcy_Diversity-Polcy.docx	NOV_Polcy_Diversity-Polcy.docx Diversity Policy Document Ty...			
Expense Reimbursement Form	July 7, 2022	No part of this document may be reproduced, adapted, trans...			
Novas Solutions Document Template	June 3, 2021	Expense Reimbursement Form Expense Reimbursement Form Ex...			
	November 25, ...	Novas Solutions Document Template Document Title Documen...			

Seize the Power of Document Control

Harness the prowess of the Novata Solutions Controlled Document Management System (CDMS) and experience unmatched automation in creating, storing, reviewing, and archiving vital business documents.

Get Organised

Discover the power of structured information. Quickly access what you need with the aid of tailored views, filters, automatic naming conventions, document template libraries, and a potent search function.

Enhance Compliance & Quality

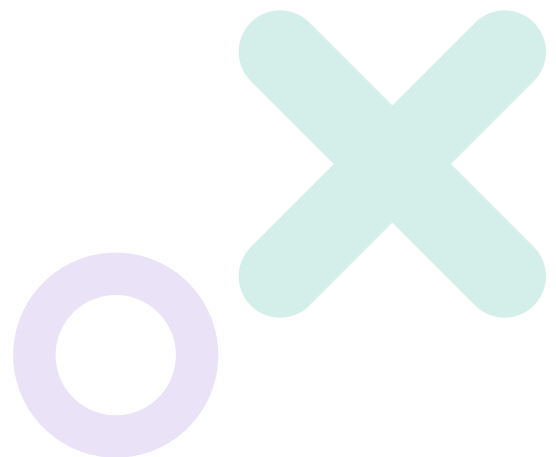
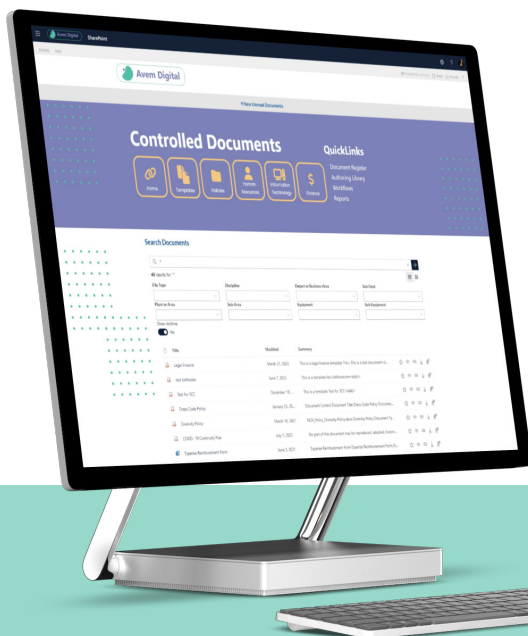
Navigate the challenges of compliance and quality with tools designed for automated publishing, systematic approvals, timely reviews, precise version control, and detailed activity logs.

Boost Collaboration

Unify your team's efforts, regardless of their location. With global access, shared authoring, and a centralised portal for document management, collaborating becomes effortless.

Fortify Document Security

Entrust your documents to a system that prioritises security. Guard sensitive data with tailored permissions and facilitate a seamless yet controlled contribution process.





CDMS Features

Quality & Compliance

- **Workflow and Automated Approvals:** Design workflows that match your needs. Integrate stages of reviews, reminders, feedback, archive and approvals to ensure consistent document quality.
- **Security & Permission Control:** Ensure that only the right individuals have access to the information they need, all while maintaining stringent security standards.
- **Authoring Libraries:** Collaborate efficiently using familiar platforms like Word, Excel, and PowerPoint. Author new document versions without disturbing the current ones.
- **Rich Metadata:** Enhance searchability and accessibility. Tag documents comprehensively, ensuring users find exactly what they need swiftly.
- **Version Control:** Keep track of your documents' lifecycle. Access the most recent versions and maintain a detailed record of previous iterations.
- **Most Popular & Recently Modified:** Gain insights. View recently updated documents and identify trending ones at a glance.
- **Alerts and Notifications:** Stay updated. Benefit from system-wide alerts, notifications, and announcements that keep you in the loop.
- **Dashboards:** Organise with specialised dashboards designed for Document Controllers, Authors, Reviewers, and Approvers.



CDMS Features

Advanced Collaboration



Desktop & Mobile Support: Transition seamlessly between devices. Access your documents whether you're at the desk or on the move.



Mobile & Email Approval: Simplify approvals. Review and approve directly from your email or mobile device.



Microsoft 365 Integration: Connect effortlessly. Our CDMS is designed to integrate smoothly with your existing Microsoft 365 environment.



Favourites: Keep what matters close. Highlight frequently accessed documents for quicker access.



Teams App: Work efficiently within Microsoft Teams, accessing and managing your controlled documents.



Refinable Search: Find relevant documents through an intuitive search function.



Document Approval Timeline: Dive deep into your document history, understanding every step of your workflows.



In the digital realm of document management, it's not just about storing; it's about steering.

Controlled Documents

9 New Unread Documents

QuickLinks

- Document Register
- Authoring Library
- Workflows
- Reports

Search Documents

45 results for ""

File Type	Discipline	Depart or Business Area	Sub-Dept
Plant or Area	Sub-Area	Equipment	Sub-Equipment

Title	Modified	Summary
Legal Finance	March 21, 2023	This is a legal finance template This i This is a test document<d...
test bethesda	June 7, 2022	This is a template for LinkMorceadm <ddd/>
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Diversity Policy	March 18, 2021	NOV_Policy_Diversity-Policy.docx Diversity Policy Document Ty...
COVID-19 Continuity Plan	July 7, 2022	No part of this document may be reproduced, adapted, transm...
Expense Reimbursement Form	June 3, 2021	Expense Reimbursement Form Expense Reimbursement Form Ec...
Novata Solutions Document Template	November 25, ...	Novata Solutions Document Template Document Title Docume...
Travel & Expenses Policy	April 18, 2023	Document Control Document Title Travel and Expenses Policy ...
Subcontractor Onboarding Process	August 23, 2021	[InternetShortcut] URL=https://apps.lucidchart.com/documents/...

1. Policies 2. Pre-Planning
Bid Management
Project Launch

3. Design & Engineering
Control of Design Output
Design & Engineering

4. Construction
Planning
Procurement
Execute
Verification
Monitor & Control & Report

5. Commissioning & Startup
Comissioning
Project Close-Out

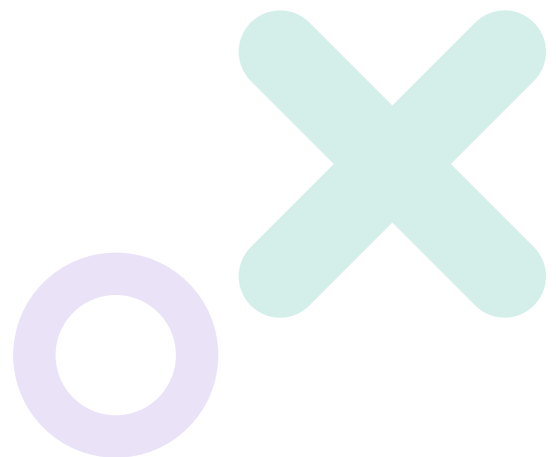
6. Operations

With Novata Solutions' Workflow and Automated Approvals, your can guide your documents seamlessly from creation to culmination.

CDMS Features

Workflow Optimisation

- **Workflow Pre-checker:** Preview final output of document and manage workflows from document
- **Embedded QR Tags:** Link back to the most recent versions with QR tags on printed versions.
- **InEight (Team binder):** Seamlessly connect InEight documents to your SharePoint environment.
- **Line of Business Integration:** Seamlessly integrate and leverage existing metadata from external systems, such as Pronto, SAP, and Dynamics365.
- **Extranet Portal:** For communicating with external parties, Joint Venture Parties or other non-company entities
- **External Links:** Links to items outside of the CDMS effortlessly.

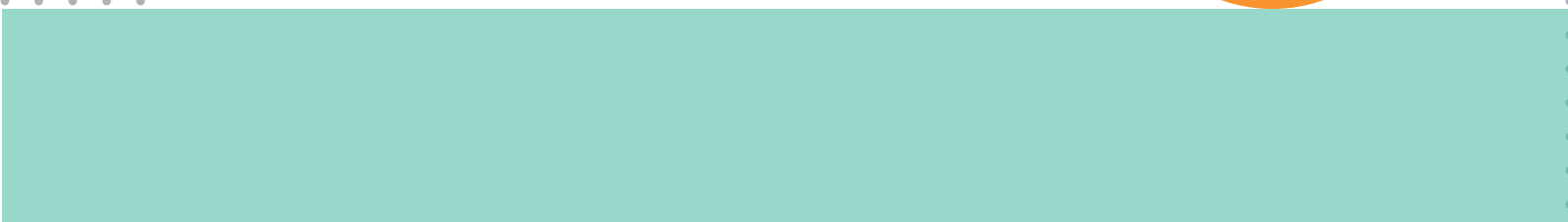
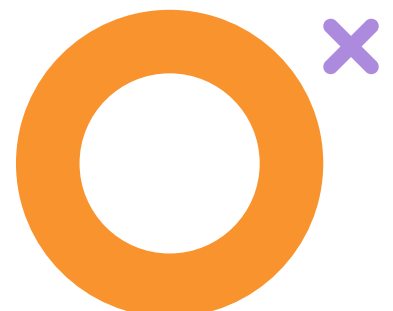




CDMS Features

Additional Functionality

- **Document Feedback:** Provide feedback to document owners on any published document with the click of a button
- **Read Receipts:** Audit on who has read and understood the contents of a document.
- **Authoring Custom Views:** Create Multiple custom views for authors, approvers and administrators
- **Semi-Document Generation:** Personalise your documents, integrate custom branding, and document properties seamlessly.
- **Document Status:** Easily identify the status of any document. Draft, Issued for Review, Pending approval and Approved
- **Search Actions:** Easily View, Favorite, Copy Link, Download and feedback, show archived documents from search results.
- **PDF conversion:** Automatically converts documents to PDF





Why Choose Novata Solutions?

- **Pioneers in Information Management:** At Novata, we don't just offer a solution; we bring you the culmination of years of expertise in information management. Our tools are forged from understanding, research, and a passion for innovation.
- **Tailored Solutions:** We recognise that every business is unique. That's why our Controlled Document Management System is designed for adaptability, moulding itself to fit your specific needs rather than forcing you into a one-size-fits-all box.
- **Unwavering Support:** From the moment you partner with us, you become part of the Novata family. We offer continuous support, training, and guidance, ensuring your journey with our system is smooth and rewarding.
- **Future-Proof Technology:** In an ever-evolving digital landscape, our solutions are built to grow with you. We are always at the forefront, updating and refining our system to incorporate the latest in technology and industry standards.
- **Trust & Reliability:** Our reputation speaks volumes. Businesses around the globe trust us not just for our cutting-edge tools, but for our commitment to security, integrity, and excellence.
- **Integrated Ecosystem:** Built on the robust foundation of Microsoft SharePoint, our CDMS seamlessly integrates with all your familiar Microsoft Office tools, offering you a cohesive and intuitive experience.
- **Cost-Effective:** Quality doesn't always have to come at a premium. We pride ourselves on delivering top-tier solutions that offer great value, ensuring you get the best bang for your buck.

Choose Novata Solutions and redefine excellence in information management.

With Novata's CDMS, you're not just adopting a tool; you're embracing a transformational approach to document management, backed by unwavering support and cutting-edge technology.



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