

Paperport

Introduction

Paperport is an electronic filing and storage system.

Imagine a Filing cabinet with drawers and individual files.

Some files can be opened by anyone in the company others are restricted.

In Paperport the files open to all start with a letter (A)

Electronically there can be more levels of filing than in a paper system

e.g.

Take ISO.

All our ISO files are found (D) ISO Information Level 1

There can be many or few major groups of files in Level 1

In the ISO system we will usually have 6 or 7

(D) BSI information

This contains basic information on BSI

(D) ISO Quality Manual

This contains the latest and most current Viamed company Quality manual

(D) ISO EN Documentation

This contains the actual BS : EN ; & ISO standards

(D) ISO 9000 Current (year)

This contains all the current company procedures

Manufacture

Repairs

Administration

QA procedures

Office procedures

Vandagraph procedures

(D) Management reviews

This contains the Management review minutes

(D) ISO 9000 2000 ISO 13485

This file will change its name as standards change. It the update file when the procedures are amended but are are yet included in the current procedures

All the groups (A) >> follow a similar format

+ means there is another level of files

New information & Upgrades

Files in an electronic system can easily be modified and erroneous information inserted without traceability.

For this reason all the open Files are read only.

Upgrades and new information can only be added by a director.

New information

New Information should be scanned into ppupdate

Upgrades

To upgrade a file first duplicate it in Paperport

Add a postnote with the modification or highlight the errors and add text.

Print the modified page to Paperport either black & white or colour.

CHECK The graphic is set to 200 dpi or 300 dpi

Once the information is in Paperport duplicate the documents as paperports documents, stack, rename, and delete the original image.