



Optimise your electronic document management - a small investment with a great return

"Mdoc is a terrific product, and I advise everyone to forget managing data with Windows Explorer. It is bound to culminate in problems."

John Steffensen, SFK-Danfotech A/S



NTI CADcenter Værløse · Ringsted · Vejle · Århus · Aalborg

"For nearly 10 years, Mdoc has been TDC's system for simply and reliably keeping track of its Real Estate Administration Department's approximately 30,000 AutoCAD drawings. Via ADT, some 3,500 floor plans with local polygons are kept up to date on an on-going basis and copied upon approval automatically via an Mdoc distributed archive for general use in the group and for specific use in and integration with TDC's administration, operation and maintenance system, Plania. The ADT-Mdoc-Planina system combination is fully implemented and functions well in our daily work. Mdoc's flexibility, user friendliness and stability are important components of this."
Per Crüger, TDC Service IT



Document management with Mdoc

The quantity of electronic documents is growing and growing, while at the same time on-going changes, revisions and additions are being performed by many different persons to both new and old documents. Hence it is becoming more and more necessary to gain control of all this information.

Mdoc is a simple and logically designed document management system, keeping track of all your electronic documents while providing a quick overview - and at the same time being easy to use.

It is a tool that provides you with easy access to finding and checking the needed data. The program is well-suited for the management of documents in Word, Excel, Outlook, Autodesk products, etc.

Keywords:

- Extremely user-friendly
- Fast retrieval of all documents
- Integration with other systems
- Vault Integration (Inventor)
- Integration with Project navigator (ADT)

Solve your problems

Everyone who works with computer systems is familiar with the problems of managing the quantity of documents. In many situations, one asks oneself:

- Where can I store my document?
- How do I find old documents, both my own and especially those made by other people?
- How do I keep track of multiple revisions of the same document?
- Where is the document included as an XREF or OLE object?
- How can I easily transfer a bill of materials between CAD and the administrative system?
- Why can't I maintain my customer data in one place?
- Have I also remembered to release my documents after they have been approved?

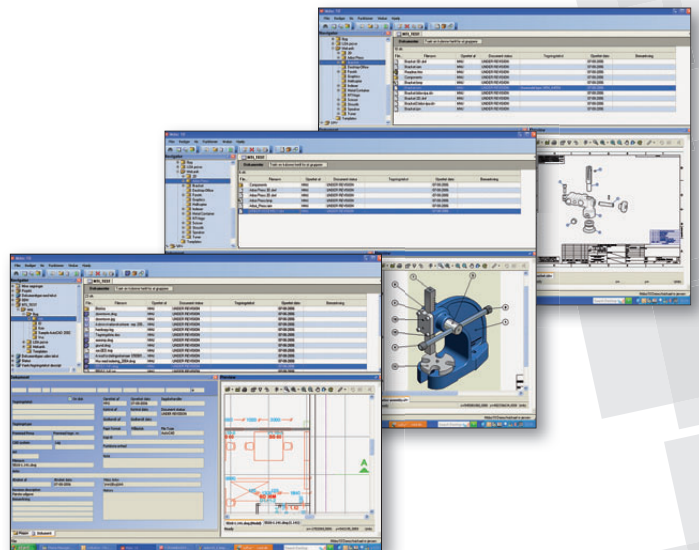
It is problems such as these to which you receive a simple, but nevertheless quite advanced solution to with Mdoc.

Structure of Mdoc

In Mdoc, all documents are automatically allocated an archive card with information fields that describe the document's content, status, copyright, etc. The archive cards are stored as records in the built-in database, which turns Mdoc into a dynamic tool.

Mdoc has many functions

- Version management
- Approval procedure
- Powerful search tools
- MS Office support
- Support for AutoCAD, AutoCAD LT & AutoCAD Mechanical
- Autodesk Architectural Desktop support/
- Integration project navigator
- Autodesk Inventor support/ Vault integration
- Support for reference structure and bill of materials
- "Included in" analyses
- Function for re-establishing old versions
- Integration with mail systems
- Standard tools for integration with your company's other systems
- Display of over 220 different file formats
- Function for comparison of drawings
- Redlining
- Graphical display of references
- Possibility for making your own layout/user-based layout
- Possibility for saving searches



The Mdoc user interface is shown above.

The Mdoc database contains fields for document information. One chooses oneself precisely which fields will be visible on the archive card, plus it is possible to position them in the graphics exactly where one wishes. Note the viewer. It supports more than 220 different formats.

Who uses Mdoc

Mdoc is particularly widespread and is used today by the construction industry, heavy industry, governmental authorities and various associations.

Possibilities for customisation

The standard version of Mdoc contains a very broad range of functionalities.

Regardless, there could of course be tasks that could be demanded of the system that cannot be solved without adapting the system.

The development department of NTI CADcenter, which is responsible for the development of Mdoc, is at your disposal in connection with special needs and desires for the system.

Mdoc supplemental modules

Mdoc can be expanded with the following modules:

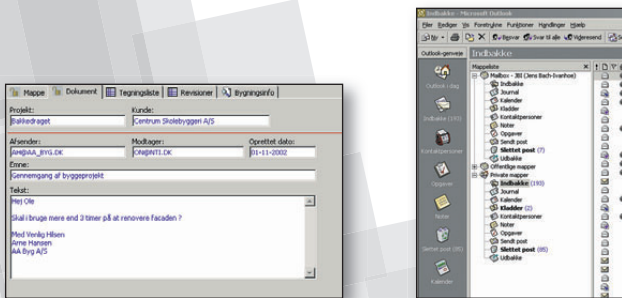
- Number generator *
- Distributed archive **
- Check in /Check out
- Cross-reference lists
- Drawing lists / distribution lists
- Print client/ plot server
- AutoBind
- Multisave

- * The module can be set up to select unique numbers with respect to the most common methods.
- ** Distributed archive is used, for example, to release the drawings and documents concerned to the Production technology Department in manufacturing companies. The distributed archive is not a part of the standard Mdoc package.

MS Office

Mdoc is closely integrated with MS Office - particularly Word, Excel and Outlook:

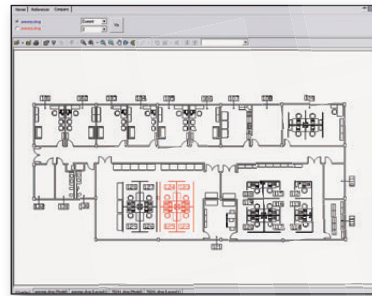
Transfer field information between Word/Excel and Mdoc (for example the letterhead in Word). Save Outlook E-mails directly in Mdoc as msg files (requires Outlook 2000/XP).



Save all important E-mails in Mdoc, enabling them to be found and made accessible quickly to all relevant persons in the company.

AutoCAD/Architectural Desktop/Building Systems

The AutoCAD integration encompasses all applications that use the DWG file format, including Autodesk Mechanical Desktop, AutoCAD Mechanical, Autodesk Architectural Desktop and AutoCAD LT. All standard Mdoc functions can be used in connection with DWG files. One can thus directly transfer information between Mdoc and AutoCAD. One functionality that is often used is the automatic filling in of the drawing header. In addition, it is possible to create and maintain bills of materials automatically on the drawings based upon information from the administrative system, where the bills of materials are maintained.



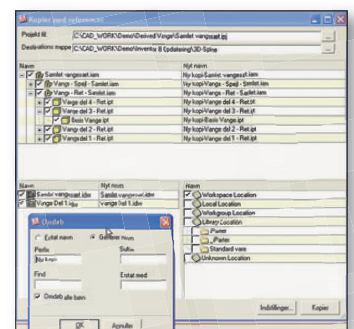
All XREFs are saved automatically in Mdoc, so it is possible to perform an "included in" analysis. In addition, the module gives the possibility for managing start-up profiles in AutoCAD. The latest is its integration with ADT via the project navigator.

The picture above shows how the compare function in Mdoc clearly highlights the differences between the two versions.

Autodesk Inventor Series & Autodesk Inventor Professional

There is full PDM integration between Mdoc and Autodesk Inventor. In addition to the standard functionality on Mdoc, one receives, among other things, the following possibilities in Inventor:

- Graphical interface to associating information between Inventor and Mdoc
- Full support of product and data structures in Autodesk Inventor, including bills of materials and all types of references
- Full support for copying and renaming
- Function for total regeneration of accompanying files for an old version
- Function for smart copying of individual files or entire project structures
- Function for automatic maintenance of project files in Autodesk Inventor.
- Copy with references.
- Vault integration, so via Mdoc one can use the Vault in combination with the normal archive structures.



"When we needed to select a document management system, we screened the market and tested some of the large systems, however they were far too comprehensive to implement and difficult to work with. Mdoc and Autodesk Inventor are, to the contrary, perfectly suited to our needs, and up to now have been worth their weight in gold."

Dan Larsen, E.L.M. Kragelund A/S



Mdoc: Keeps track of the information

Mdoc makes it easy to keep track of information and documents, because the program creates an overview of the identity, name, location, version, etc. of the documents. In this way Mdoc ensures distribution of knowledge within the organisation, and even older documents too - possibly from previous employees - become immediately available.

Integration with other systems

Mdoc has been developed right from the start with an eye towards integration with other systems. The philosophy is that all information, to as great an extent as possible, must be created and maintained in only one location. With Mdoc, one can transfer information to and from other databases using standard ODBC calls. It is not necessary to program this since everything can be configured during the installation of the system.

Great user friendliness

Mdoc has been designed right from the start with an eye towards the greatest possible user friendliness. Use of the system takes place intuitively. The secret lies in having the person responsible for the system set up the Mdoc system together with consultants from NTI CADcenter, so the users are almost carried through the company's processes and working procedures. The person responsible for the system should hence be thoroughly trained in Mdoc.

Outstanding viewer

Mdoc 10.0 is furnished with the Rasterex viewer. It is one of the best viewers on the market, and it is also possible to control precisely which viewer one wishes to use for specific file types. This can be set up for individual users. The administrator can also set up some general viewers for the different file types.

File structure

During the implementation of the system, one most often lets the existing folder/file structure continue to operate, because it is familiar to the users in the company. In Mdoc language this physical structure is called a "yellow" archive. The built-in database in Mdoc gives the users the possibility to sort documents as per criteria other than those that apply for the physical file structure. These archives are called "blue" archives. For example, it is possible to create a "blue" archive that shows precisely which documents are awaiting approval.

Architecture and database

The Mdoc architecture is based 100% on Microsoft standards. The technology behind the built-in database is based upon MS SQL Server (must be purchased separately). Mdoc can also be run under Oracle.

Security

Mdoc uses the Windows login and password as user identification. All properties concerning security and the protection of documents are controlled using Windows functionality.

In Mdoc, the users are allocated different profiles and rights related to the individual Mdoc archives. It thus is possible to allocate read/write access to a user for data in one archive, while the person concerned only has read access to another archive.

Minimum system requirements

Operating systems: Windows 2000 or Windows XP.

Space requirements: 30 MB for client. The size of the server database depends upon the number of documents as well as the quantity of document information.

Hardware specification: Pentium PC or newer.

NTI CADcenter A/S

NTI CADcenter is a joint-stock company with approx. 80 employees, and is the leading supplier of hardware and software as well as development tasks in the technical IT field. NTI CADcenter has divisions and training centres in Værløse, Ringsted, Vejle, Århus and Aalborg.