

MCMS Document Management



In most metal centers, several different types of documents are required to transact business. Efficiently handling and transmitting these documents to business partners often presents significant challenges. MCMS offers flexible solutions for producing, transmitting and archiving the business critical documents that are created by your company internally via MCMS (e.g. invoices, shippers, etc.), in addition to those generated by your business partners externally (e.g. supplier invoices and MTR's, customer purchase orders, part drawings, etc.).

A comprehensive document management solution would utilize the following modules from the MCMS suite: MC Forms, MC DMS, MC Fax, MC Net/Email and perhaps MC File (if material test reports are integral to your business).

MC Fax and MC Net/Email offer the ability to transmit the forms generated by a transaction created within MCMS (e.g. a quote or purchase order) via the desired method (fax or email). Emails are sent as industry standard PDF files, looking like pre-printed forms, and faxes can have the same professional look. Your company logo, along with all the other form graphics (i.e. boxes, lines and headings), are stored as a form file and then merged with the actual data generated by the entry of the transaction to produce a professional looking form. These modules provide the ability to generate and transmit the documents as needed "on the fly", directly from within the MCMS application. The documents do not have to be saved, then retrieved by some other program, converted to the appropriate format, and then manually attached in a fax or email application.

MC DMS is a new application that allows electronic archiving of any and all forms or documents you desire. Externally created documents, e.g. customer part drawings, vendor invoices, signed delivery receipts, contracts, internal procedure documents, credit applications, etc., are stored via scanning, or they can be imported directly if the document is available to your workstation, (e.g. part drawings that are emailed to you). MCMS generated documents (Forms and Reports) can also be stored by printing and scanning, or, in conjunction with MC Forms can be archived automatically when initially created. As documents are stored via MC DMS, they are indexed to a key field in a file, so they become available to be viewed, printed, faxed or emailed as needed, whenever that key field is displayed on a screen. DMS can even use a barcode printed on a form to automatically index a batch of documents (think signed "proof of deliveries"). Another example might be vendor invoices linked to wherever the vendor number or invoice number is displayed. Or a customer part drawing could be linked to a particular quote number or to a customer number, so whenever either of those fields are displayed, the drawing would be available. MC DMS supports any document type that is supported by your workstation, including .tiff, .xls, .doc, .dwg, PDF, and more.

MC Forms has two significant functions....the first is to allow the printing of your MCMS generated forms to laser printers. The second is to manage your overall document management scheme. MC Forms can manage what data from MCMS prints on which copy of each form that might get generated. It also manages what forms go where, how they get there, and how and if they get archived. The most popular use that provides significant cost savings is setting up MC Forms to automatically fax or email invoices. More and more companies are accepting emailed invoices, saving form and postage costs every day. Another example of what MC Forms can do is when a sales order is generated with a line item that needs to be saw cut, a line item that can just be pulled from stock, and a line item that needs to be bought out....MC Forms could generate an Order Confirmation that gets emailed to your customer; print 3 pick tickets to different laser printers in the cutting bay, the receiving office and the shipping office; and then fax or email a Purchase Order to your vendor. In conjunction with MC DMS, these documents would all be automatically archived, along with the scanned in customer Purchase Order and signed Delivery Receipt. MC Forms also stores up to 99 instances of a batch print run (e.g. daily invoice runs, monthly statement or service charge invoice runs, etc.) for future reprinting.

The last product in the MCMS document family is MC File, our material test report imaging solution. This product is different than MC DMS because instead of associating an MTR to a customer or vendor, it connects it directly to your inventory (if lot tracking). Whenever an order is flagged, the MTR's will automatically print to go with the delivery and/or the invoice. In addition, the MTR's can be viewed, faxed, emailed or printed on demand directly from within the MCMS Inventory module. MC File can also be used as a stand-alone application if you choose to not track individual heat lots within your MCMS inventory.

While these MCMS products offer significant benefits on their own, when used together they provide a comprehensive document management system that can streamline your operation, improve customer service, provide mission critical information quickly (no digging in file cabinets for misfiled documents), and reduce your overall paper handling requirements.