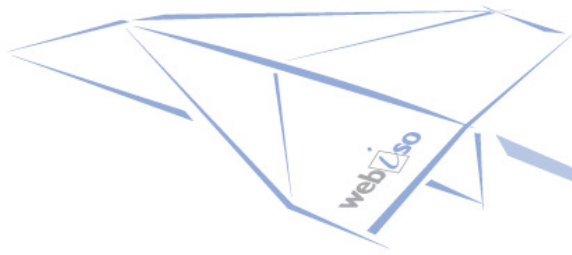


WEBISO Internet & Intranet workflow

For quality, health,
environment & safety



Take Off!



info@webiso.be
www.webiso.be

webiso®

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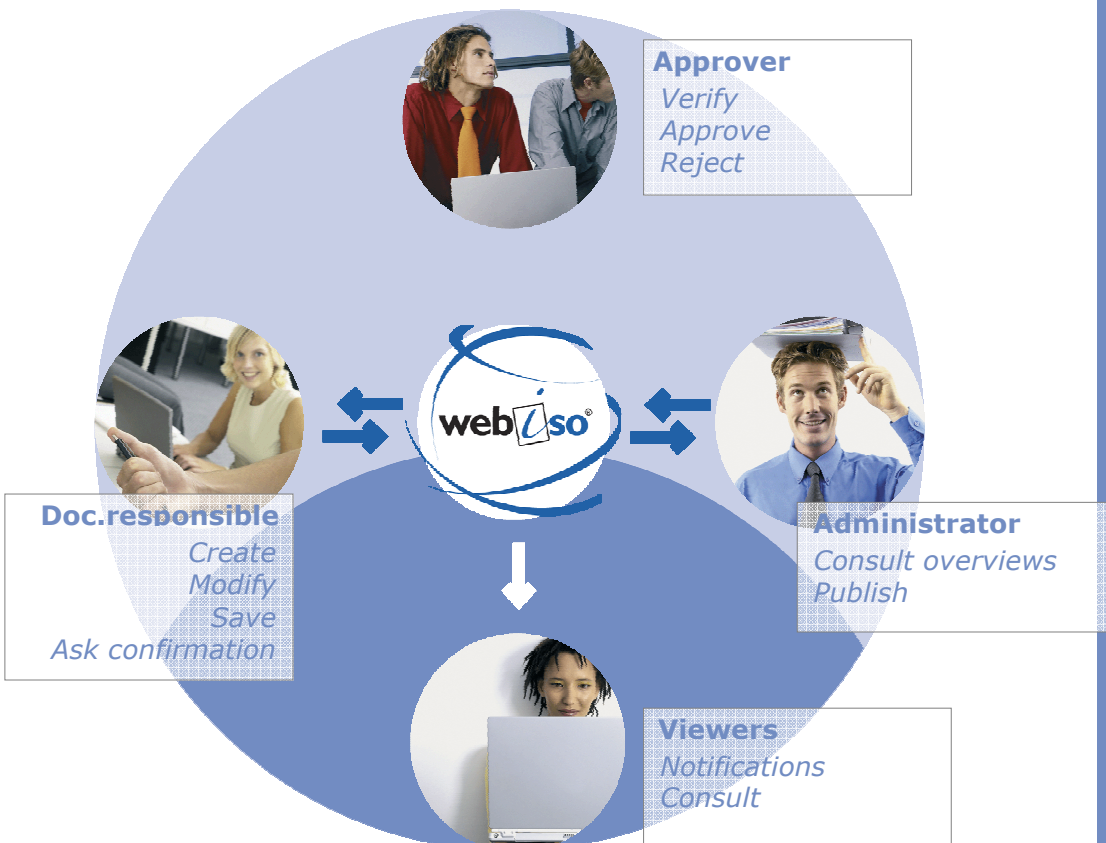
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respective owners.

The interest for the automation of quality, environment, safety and health care is growing. This is logical because creating a user-friendly manual and –even more– keeping it up-to-date is an unattainable dream for most managers.

On the contrary, drowning in the paper mountain is the daily reality, a real nightmare.

That's the reason why different versions of a manual are incomplete or inconsistent and why it is so cumbersome to keep the end-users informed about the new or adapted procedures. For the end-user, it is often not clear to find relevant information in a big pile of paper, the manual is often too complex, which makes that the procedures are not strictly followed and thus ... the manual is not being used.



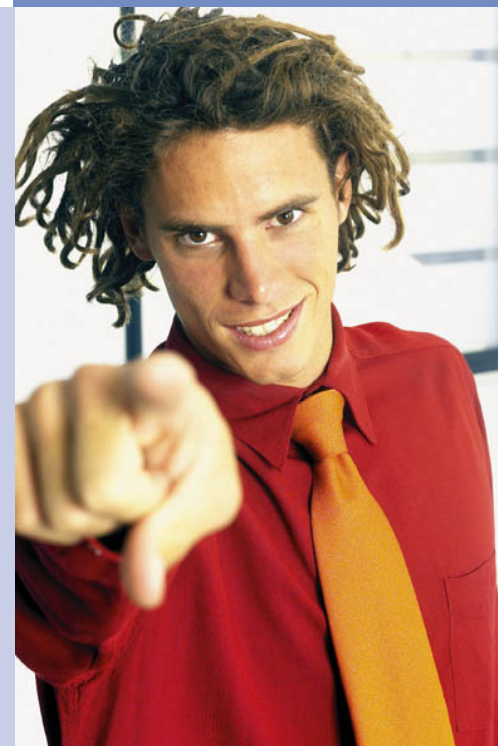
WEBISO is the Intranet solution that automates both the easy look-up for the end-users (= the WEBISO viewers) and the daily workflow of the documents (=the WEBISO users).

This methodology has the following advantages:

- A central point from where anyone can consult the latest version
- Accessibility of the procedures for everybody from everywhere
- Powerful automatic hyperlinks
- A simple concept for the users.

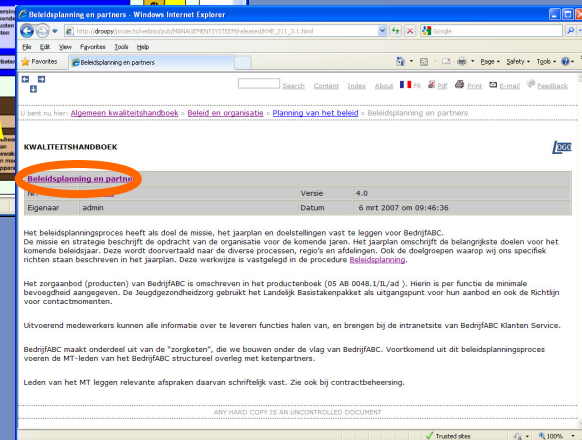
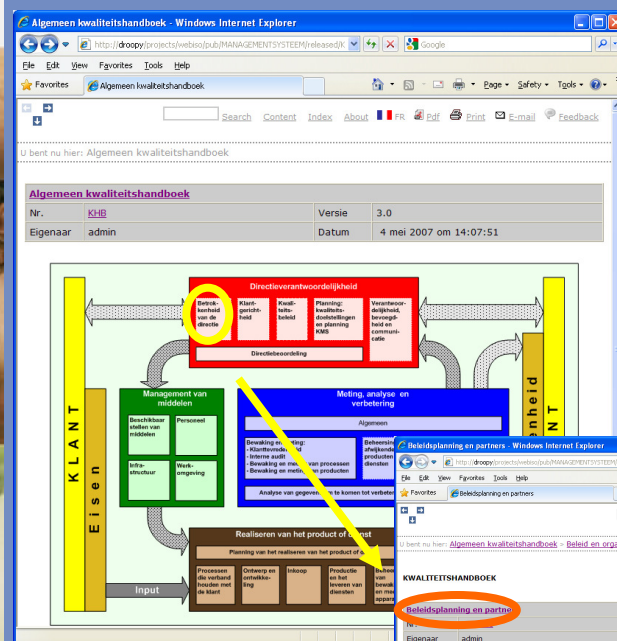
That is exactly why WEBISO has been developed. This intranet workflow solution is first of all a secure solution to manage the document flow of all types of documents. Not only a quality manual, but also a management system for safety, environment and health care can benefit from WEBISO.

It offers a framework, in which the manager creates and builds his/her manual. The manager determines how the manual will look. Moreover WEBISO uses all your so well-known software: your browser, your word processor and your e-mail server.



Parts of graphical elements can be linked to background elements (which can be textual or graphical).

FUNCTIONALITY: Integration of non-textual elements



WEBISO supports all kinds of data types: pictures, images, video, sound, flowcharts, graphics, diagrams, ...

Besides the integration goes one step further with MS-Visio and iGrafx FlowCharter: elements in a drawing become sensitive for hyperlinking in WEBISO. This means that a user can click such an element and immediately navigate to other (textual) parts in the same document or to another document in the manual.

In this way, a process can easily be linked to a background process and/or parts of texts.

FUNCTIONALITY:

Automatic creation of hyperlinks

The image shows two overlapping web browser windows. The top window displays a document titled "Monitoring and measurement" with a table of metadata and a "1. DOEL" section. The bottom window displays a document titled "Operational control" with a flowchart and a "1. DOEL" section. An orange arrow points from the "Operational control" link in the top document to the "Operational control" box in the bottom document's flowchart.

Monitoring and measurement - Windows Internet Explorer

U bent nu hier: [Overzicht van de procedures](#) > [Milieudoel- en taakstelling tbv Meerjaren Bedrijfsmilieuplan](#) > Monitoring and measurement

PROCEDURE

Monitoring and measurement

Nr.	PRO_451	Versie	03.0
Eigenaar	lisbeth		

1. DOEL

[Operational control](#) laden we meer details hierd

Het correct meten van massalansen en de cont

2. FLOWCHART

Operational control

PROCEDURE

Nr.	PRO_446	Versie	2.0
Eigenaar	admin	Datum	23 feb 2007 om 15:25:19

1. DOEL

De beleidsdoelstelling is te komen tot het tijdig herkennen en beheersen van milieu-, veiligheids- en gezondheidsrisico's bij het werken met grond- en hulpstoffen, apparaten, prof- / labopstellingen en productie-installaties. Deze procedure geeft aan hoe de afdeling **AMD** risicoaspecten bij de werkzaamheden binnen Demo-company verbetert en beheerst.

Verantwoordelijkheid van betrokkenen,
Binnen de risicobeheerorganisatie zijn de Managers verantwoordelijk voor de organisatie rondom de veiligheid en gezondheid van de Medewerkers. Hieronder wordt verstaan:

- het (doen) geven van veiligheidsinstructies,
- het (doen) treffen van maatregelen,
- het ter beschikking (doen) stellen van middelen,
- het doen organiseren van toezicht.

De Medewerkers zijn te allen tijde verantwoordelijk voor de uitvoering van de werkzaamheden conform de veiligheidsinstructies en het melden van (mogelijke) gevaarlijke c.g. onveilige situaties.

De Functieverantwoordelijken / Coaches zijn verantwoordelijk voor de risicobeoordelingen, die gedurende het uitvoeren van onderzoek, uitgevoerd dienen te worden op de afdelingen en binnen het project waarvoor zij zijn aangewezen.

De Manager **AMD** is verantwoordelijk voor de organisatie van ondersteunend risico-onderzoek door de Milieukundige (MK), de Veiligheidskundige (VK) en Arbeidshygiënist (AH).

De MK, VK en AH zijn verantwoordelijk voor de kwaliteit van het risicoonderzoek, het uitvoeren van periodieke audits, de daarop gebaseerde adviezen en het aangeven

WEBISO automatically generates a hyperlink to the referred document if its name is mentioned in the manual.

WEBISO has the unique feature to automatically generate hyperlinks between different documents within a manual. If in a document the name or title is being used of another document within the same manual, WEBISO will automatically generate a hyperlink in this document to the referred document. Besides aliases can be added to document titles so that these aliases are also being hyperlinked.

Each publication recalculates all the links, so that you do not lose time with the maintenance of manual links and with the inconvenient "dead" links.

WEBISO stores the different versions of your documents in a very efficient way.

FUNCTIONALITY: Version management



Document history

Manual: MEDINA
Document name: testdi
Current state:
Current version: 2.3
Document type: html

Document title:
Alias:
(separated by new line or comma)

Remind date: 25/08/2010 [Set reminder](#)

Detailed document revision history:

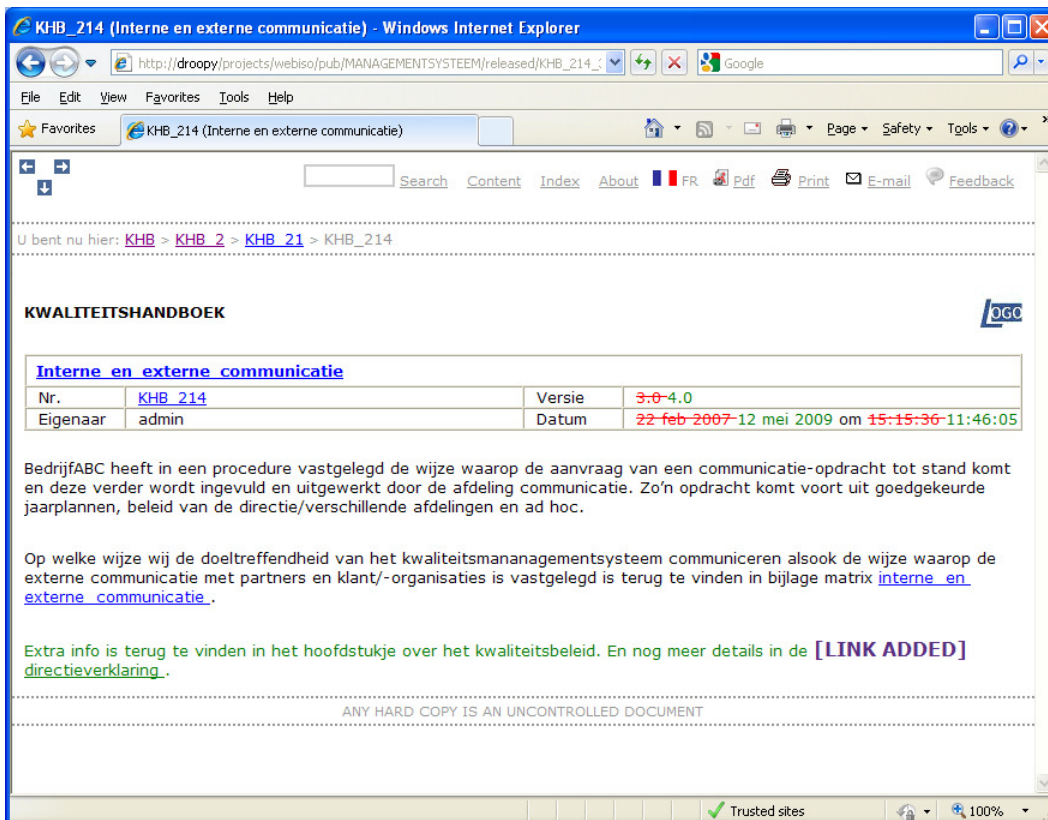
Version	Author	Modification	Details
2.3			
	Pant Pradeep	09/11/2010 09:04	
	Pant Pradeep	09/11/2010 09:04	
2.2 → 3.0			
	Donckers Lisbeth	30/08/2010 09:53	
	Donckers Lisbeth	30/08/2010 09:53	Changed aliases from [] to [blabla]
	Donckers Lisbeth	30/08/2010 09:54	
	Jain Nikhil	30/08/2010 09:54	
	Noyens Cis	30/08/2010 09:54	

The "Revision Control System" fills in automatically a series of keywords: the status of a document, the proprietor, the version number, the modification date, ... In this way it is possible to track who has changed what and when and to get an overview of the history of a document or procedure.

A strong and very useful consequence of this feature is that it is possible to rebuild a manual with all its documents and procedures. WEBISO manages this by recalculating the delta (differences) of the documents. In this way, the differences of the versions are stored very efficiently.

FUNCTIONALITY:

Visualisation of the changes between successive versions



The screenshot shows a Windows Internet Explorer browser window displaying a document titled "KHB_214 (Interne en externe communicatie)". The document content includes a table with the following data:

Nr.	KHB_214	Versie	3-0 -4.0
Eigenaar	admin	Datum	22-feb-2007 -12 mei 2009 om 15:15:36 -11:46:05

Below the table, there are paragraphs of text. The first paragraph is followed by a paragraph where the words "interne en externe communicatie" are underlined in blue. The second paragraph contains a link labeled "[LINK ADDED]" in green. The text "ANY HARD COPY IS AN UNCONTROLLED DOCUMENT" is visible at the bottom of the page content.

Coloured text parts reflect the changes in documents (read for omissions, green for add-ons) in comparison with the former version.

Editors and approvers have the possibility to see the changes between two successive versions of a document or procedure in colour (red and crossed for what has been deleted, green for what is newly added). This visualisation implies both to texts (content and formatting) and to images. That's the way in which editors and approvers can verify quickly what the changes are compared to an older version.

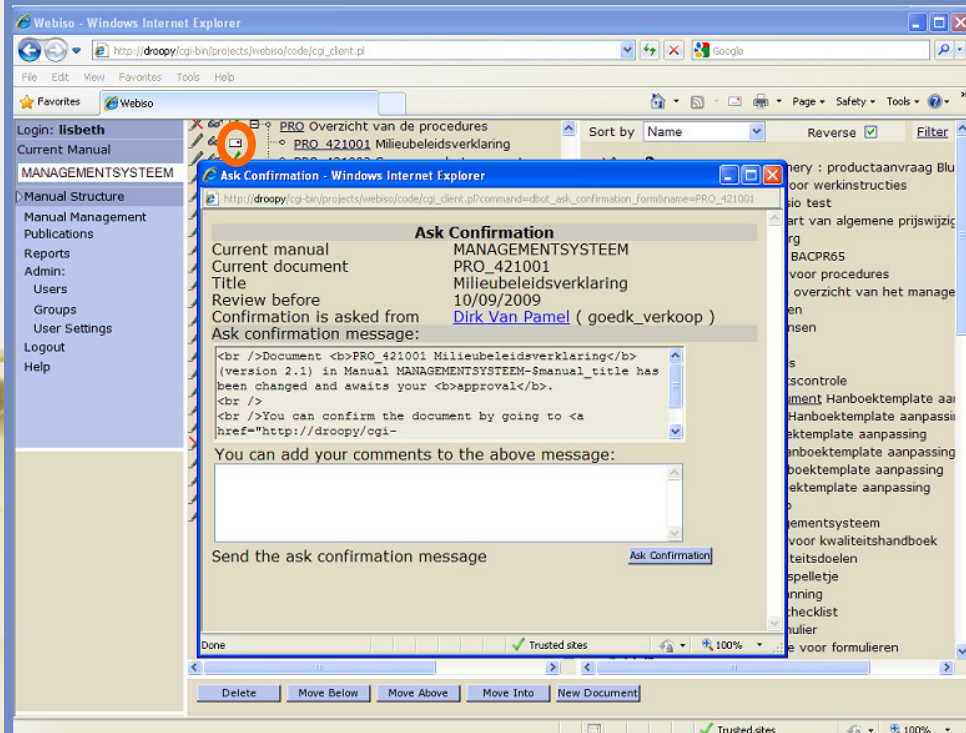
This same technology is used to let end-users see the difference between two consequent published (thus approved) versions.



WEBISO automatically generates and sends an e-mail to the concerned approvers when the confirmation of the modified document is asked for.

FUNCTIONALITY:

Integration of your existing e-mail system



WEBISO automatically integrates with your corporate e-mail system. This means that standard e-mail is used to send requests for approval to the persons concerned and to notify end-users (viewers) about changes in the documents or the availability of new documents in a manual.

WEBISO uses the existing SMTP gateway for this. The documents themselves are not being sent, only the links to the TO DO list (for the requests for approval) and towards the published documents (for the notifications) are sent.

FUNCTIONALITY:

Links to (external) fill-in forms

The screenshot shows two overlapping windows. The top window is an Internet Explorer browser displaying a web page titled 'Internal audit'. The page contains a form with fields for 'Eigenaar' (lisbeth) and 'Datum' (20 aug 2009 om 10:52:47). Below the form, there is a section titled '1. DOEL' and another titled '2. FLOWCHART'. The flowchart is a process diagram with steps: 1. 'Maken 'Auditprogramma' en 'Auditplanning'', 2. 'Audit voorbereiden, uitvoeren en rapporteren', 3. 'Registreren 'Auditformulier'', 4. 'Tekortkomingen?', 5. 'Vaststellen maatregelen ter verbetering', and 6. 'Auditformulier' opsturen naar proceseigenaar'. A yellow callout box labeled 'Auditformulier VMA_45_001' is connected to step 2. The bottom window is a Microsoft Word document titled 'FY_10_003_1-4.doc (Read-Only)'. The document is a form for a 'FAVV-rapport'. It includes fields for 'VOLGNUMMER:' and 'Initialen Proceeseigenaar:'. The form is divided into sections: 'A U D I T E E M', 'Omschrijving van de tekortkoming:', 'P R', and 'Correctieve maatregelen ter verbetering:'. A yellow callout box at the bottom of the form says 'Formulier opsturen naar de Sector Directievertegenwoordiger ter registratie.'

Within documents hyperlinks can be set up to fill-in forms, other files and/or applications.

WEBISO supports the uploading of (external) documents from your browser: e.g. fill-in forms or other additional information, from MS-Excel, ...

When uploaded into your browser, these external documents can be used within WEBISO and subsequently saved in a 'project directory' or mailed to their responsible. Hyperlinks to these external documents can be made manually; besides external programs can be started from within WEBISO too.



Document templates to fix the layout of your documents.
Manual templates to influence the look & feel of the intranet output.

FUNCTIONALITY: Use of templates



WEBISO gives you the power to work with templates.

On one hand there are the **manual templates** that define the look and feel of both the HTML output and of the PDF output.

On the other hand there are **document templates**. Through these templates, a same lay-out of the documents can be forced. You can make these document templates yourself and they can always be created and/or modified. In this way, a template can generate the message of "This printed document is an uncontrolled version" in the watermark of every printed document.

FUNCTIONALITY:

Reports

Selection Results for Filter & Find in MEDINA - Windows Internet Explorer

http://77.73.100.46/cgi-bin/projects/webiso/code/cgi_client.pl?manual_name=MEDINA&command=dbot_show_find&filter_date=

RESULTS

Start date	01/01/2009
End date	24/08/2010
Selected state	Confirmed
By login	ALL - ALL
Currently under edit	N/A
By login	ALL - ALL
Trash	Also deleted documents

Current version	Main doc / Related doc	Document name	Document title	Revision number	Applicant login	Applicant name	Approver login	Approver name	Date	Con
6*	MD	LD_test	document in order to test the changes of titles in WEBISO	1.3	admin	administrator	webiso	WebISO	04/09/2009	[adm
6*	MD	LD_test2	another document to test the title changes	2.0	admin	administrator	admin	administrator	04/09/2009	[adm
6*	MD	LD_test2	another document to test the title changes	2.0	admin	administrator	webiso	WebISO	04/09/2009	[adm

Grid view - Windows Internet Explorer

http://77.73.100.46/cgi-bin/projects/webiso/code/cgi_client.pl?command=dbot_show_grid_view&user_select=ppstest&manual_r

Manual capabilities of user ppstest:

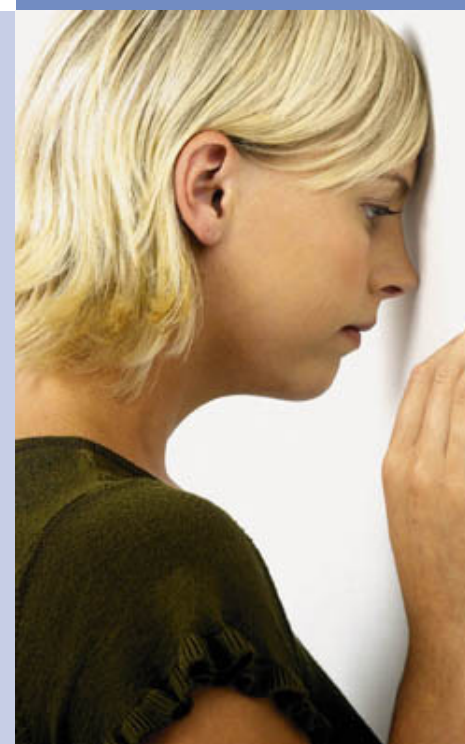
Manual name	Group name	Edit manual properties	Change manual permission	Delete manual	Create document	Create document without approval cycle
MEDINA	appro_pp	✗	✗	✗	✗	✗
INITIAL	appro_pp	✗	✓	✗	✓	✗
TestManual	appro_pp	✗	✓	✗	✓	✓
test_where_used	appro_pp	✗	✗	✗	✓	✗

Document capabilities of user ppstest:

Manual name	Group name	Document name	Document title	Edit	Move	Delete	Ask confirmation	Confirm	Be notified	Defined view
test_where_used	appro_pp	All documents	All documents	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	VMW_ARC5	Char Seq Test for Delta	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	TestVarApproLogin	Test Var approver login	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	TEST_doc1	Document & Content	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	DutchSpecialCharLinkIssue	A word using this type of word is vacuümproces adding more char like ü and é	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	test_template1	Test with template 1	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	CLKS_F_0023	doc	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	TestDocumentSWF	Head document for Testing PPT and SWF	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	INITIAL	Initial Hokatex	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	ITG	Tropisch Instituut	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	struik_acc_doc	-	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	VAN_BREDA_01	-	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	css3	Een echt css-bestand	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	TestVisioUpload	Test for end user	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	VAN_BREDA	Van Breda	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	ReminderTest	Testing the long title to see if it fits in one line with no scroll bars	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	VMW	-	✓	✓	✗	✓	✓	✗	✗
TestManual	appro_pp	DutchSpecialCharLinkIssueMainDoc	This doc have references to another doc	✓	✓	✗	✓	✓	✗	✗

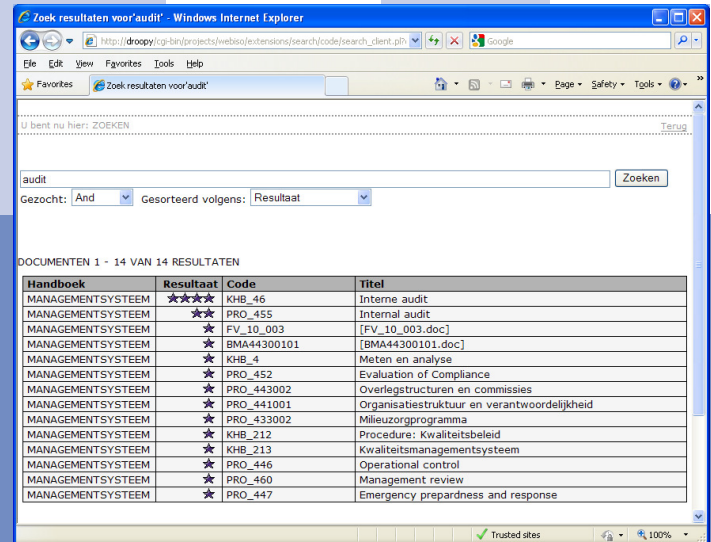
In WEBISO all kinds of reports can be requested, such as:

- Report of permissions by user
- Report of documents within a manual that are in a specified state
- Report of documents that have specific permissions attached to it
- Report of reminders
- Report of the notifications sent to the end users



Thanks to the “full-text” search engine in WEBISO, your end-users will easily find very specific information in your manuals.

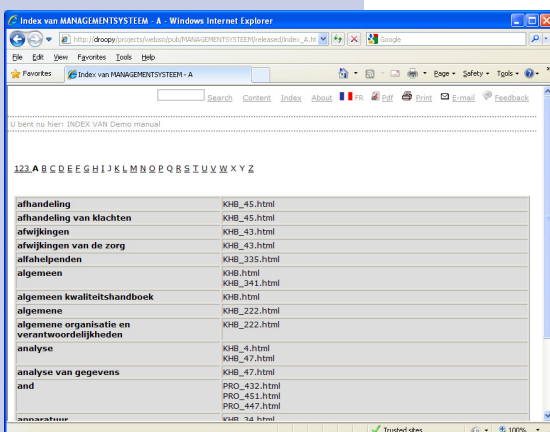
FUNCTIONALITY: Search-engine



The built-in search engine of WEBISO is a Google-like full text search engine. You can search in one manual or through different manuals. The engine retrieves words, parts of words, clusters, ... Besides the search results are secured from unauthorized access.

If however you have already a free text search engine implemented in your intranet, WEBISO can integrate with it. This set-up is talked through before the start of the implementation.

FUNCTIONALITY: Automatic index



The index includes automatically all words from your titles, on one hand for the HTML output and for the PDF output on the other hand.

FUNCTIONALITY:

Integration of LDAP and Active Directory



Same login and password as on the central IT system.

The information the WEBISO system picks up from the Active Directory server or the LDAP server is:

- the logon
- the first name
- last name
- the e-mail address

WEBISO can be integrated with the info of your users stored in the LDAP of Active Directory system.

This means that the administrator of the Quality Management system has to address the LDAP or Active Directory administrator to create or delete users, as opposed to the WEBISO solution without this integration.

Once the LDAP or Active Directory is available for the WEBISO server, the administrator will take care of the user rights and the rights of the groups on document level or manual level within the WEBISO application itself. This is necessary to keep WEBISO's functionality and functions of version control and history manageable and traceable.



FUNCTIONALITY: Multiple formats

During the publication process of the manual, WEBISO generates the HTML pages for your intranet and a paper version (PDF).



WEBISO publishes from the source files towards different output formats.

A CD-Rom version can also be made, e.g. to install on a PC for employees working remotely.

FUNCTIONALITY: Security

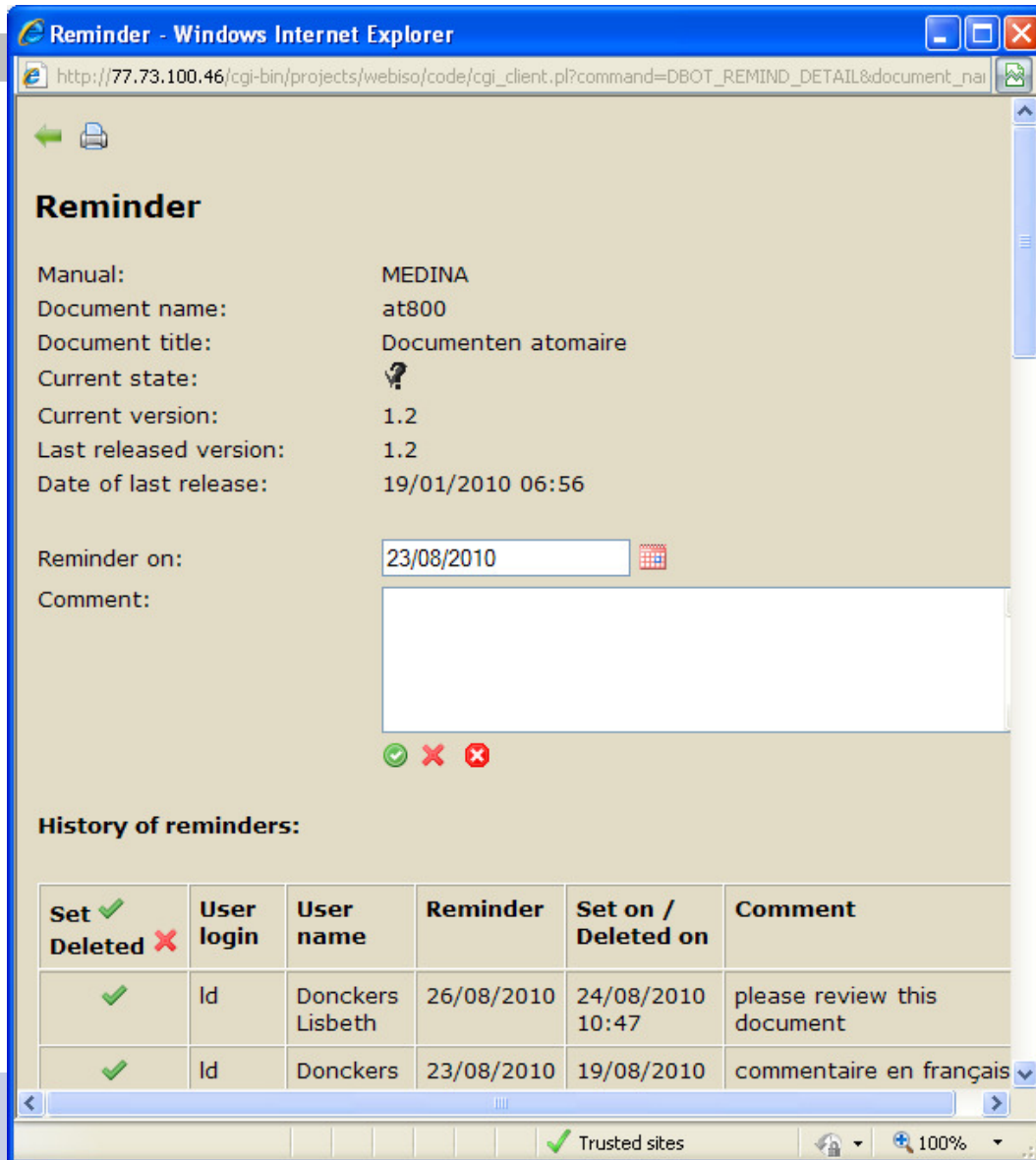
The documents are encrypted by a digital MD5 signature. They are secured in such a way that every modification is stored into the WEBISO system in the most efficient way.

Besides all actions in WEBISO can be secured separately. This implies that you can set up as many user profiles as you like to protect the WEBISO functions from unauthorized access.

If needed, encryption of the network traffic can be setup (through https).

FUNCTIONALITY:

Reminders



The screenshot shows a web browser window titled 'Reminder - Windows Internet Explorer'. The address bar shows the URL: `http://77.73.100.46/cgi-bin/projects/webiso/code/cgi_client.pl?command=DBOT_REMIND_DETAIL&document_nai`. The page content includes a 'Reminder' form with the following fields:

- Manual: MEDINA
- Document name: at800
- Document title: Documenten atomaire
- Current state: ?
- Current version: 1.2
- Last released version: 1.2
- Date of last release: 19/01/2010 06:56
- Reminder on: 23/08/2010
- Comment: (empty text area)

Below the form are three status icons: a green checkmark, a red 'X', and a red 'X'.

The 'History of reminders:' section contains a table with the following data:

Set <input checked="" type="checkbox"/> Deleted <input type="checkbox"/>	User login	User name	Reminder	Set on / Deleted on	Comment
<input checked="" type="checkbox"/>	ld	Donckers Lisbeth	26/08/2010	24/08/2010 10:47	please review this document
<input checked="" type="checkbox"/>	ld	Donckers	23/08/2010	19/08/2010	commentaire en français

Give up a remind date to avoid certain documents to stay unmodified through time.

By setting a reminder to a document, the document gets an age so to speak.

When this reminddate arrives, certain people will be notified of this, so that necessary actions can be taken regarding the update of the document.





FUNCTIONALITY:

Integration of existing documents

Your existing documents need to be uploaded once in WEBISO. There are two ways of doing this:

- The customer takes care of the conversion of existing documents and uploads them into the database;
- Ockham takes care of the conversion and uploads (if desired) them into the database.

FUNCTIONALITY:

Multilingual

Multilingual means that the menu of the user interface is the language of its user. The language code is picked up for each WEBISO user (editor/approver/administrator) and the interface is shown in the correct language.

WEBISO is delivered standard in one language (to be chosen by you) and add-on interfaces are being delivered as an option: Dutch, English and French.

TECHNICAL SPECIFICATIONS



Basic system

The basic system can be installed on:

- On a Linux server;
- On a Windows server;
- On ESX infrastructure

Minimum requirements for the server are:

- Type of server: min. Pentium IV 2 Ghz.
- Min. 2 GB RAM (4 GB aanbevolen).

70 GB free disc space for WEBISO. The disc space for the procedures itself will be defined by the growth of the procedures within your organisation.

Intranet server

The internet/intranet server is an Apache server; this is bundled into the WEBISO software.

Browser

The "browsers" on the PC's, choice between:

- Microsoft Internet Explorer 7 or higher;
- Mozilla Firefox;
- Google Chrome.

Graphical elements

Non-textual objects can also be integrated (such as jpeg, gif, video animations, ...). A further integration enabling hyperlinking between non-textual objects and documents is possible with:

- VISIO: version VISIO 2002, 2003, 2007 and 2010;
- iGrafx FlowCharter 2003 of Micrografx

This graphical software is only necessary for those who create the non-textual objects, not for those viewing them in the browser.

WEBISO is a platform independent solution. The solution uses as much as possible your existing infrastructure. Beneath you can find a survey of the supported platforms.

You can choose between 2 ways of implementing WEBISO: an own license on your server within your network or an ASP solution on a secure server infrastructure.

Database

The database is PostgreSQL and is bundled for free into the WEBISO license. There are no add-on licenses or maintenance costs.

Search engine

The search engine is HTDIG and is bundled for free into the WEBISO license. There are no add-on licenses or maintenance costs.



E-mail

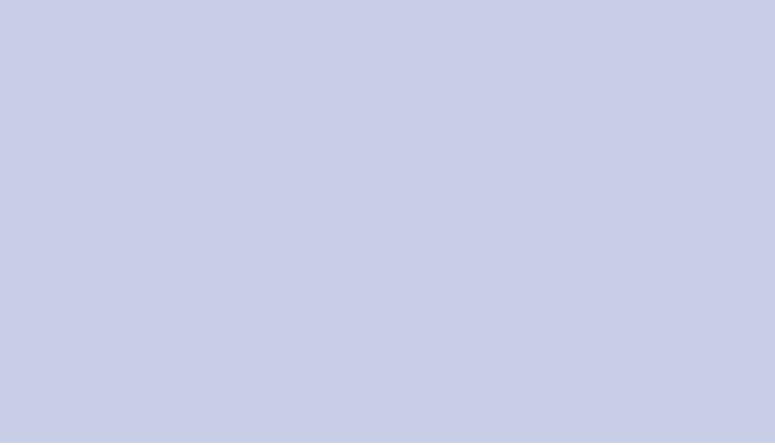
To integrate your existing e-mail system the SMTP protocol is needed. So all e-mail systems supporting SMTP are valid; e.g. MS Exchange, Unix mail, Lotus Notes,...

Text editor

- Our customers usually prefer MS-Word as editor. To create documents (procedures, instructions,...), MS-Word 2003 is the minimum version.
- WEBISO also includes a online HTML editor in which users can immediately make changes.
- However editors can use any type of HTML editor in WEBISO (e.g. Frontpage, Dream-weaver, NVU, ...).

REFERENCES





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