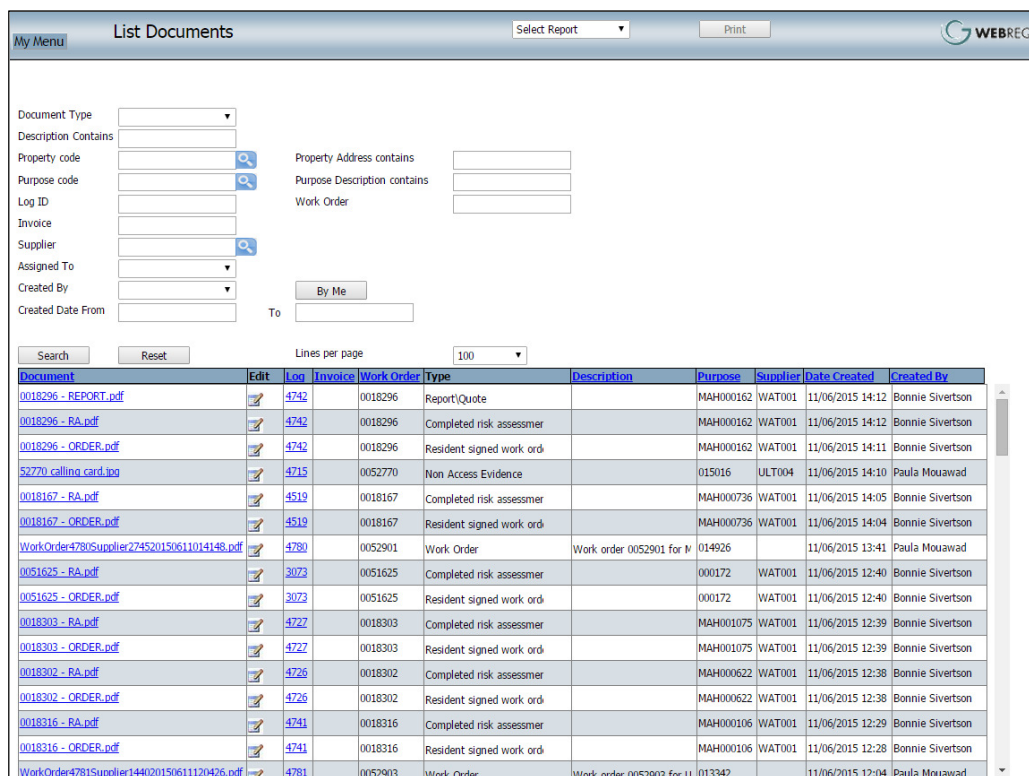


WebReq Document Management

WebReq's Document Management module:

- Web application that can be used by both Internal and staff and Supplier/Customer staff
- Allows you to control each user's access and rights to Documents via Document Groups and Document Types
- Strict Control over read access, uplift, delete and reclassifying of documents
- Drag and Drop or Browser for adding documents
- Smart Phone enabled
- Quick and easy to learn
- Can be used anywhere, any time
- Eliminates paperwork

The List Documents screen allows a user (within strict security limits) to locate stored Documents via a comprehensive search criteria.



The screenshot shows the 'List Documents' screen with the following search criteria:

- Document Type: [Dropdown]
- Description Contains: [Text Box]
- Property code: [Text Box]
- Purpose code: [Text Box]
- Log ID: [Text Box]
- Invoice: [Text Box]
- Supplier: [Text Box]
- Assigned To: [Dropdown]
- Created By: [Text Box]
- Created Date From: [Text Box]
- To: [Text Box]
- Property Address contains: [Text Box]
- Purpose Description contains: [Text Box]
- Work Order: [Text Box]

Buttons: Search, Reset, By Me, Print, Select Report (dropdown)

Table Headers: Document, Edit, Lon, Invoice, Work Order, Type, Description, Purpose, Supplier, Date Created, Created By

Document	Edit	Lon	Invoice	Work Order	Type	Description	Purpose	Supplier	Date Created	Created By
0018296 - REPORT.pdf		4742		0018296	Report/Quote		MAH000162	WAT001	11/06/2015 14:12	Bonnie Sivertson
0018296 - RA.pdf		4742		0018296	Completed risk assessor		MAH000162	WAT001	11/06/2015 14:12	Bonnie Sivertson
0018296 - ORDER.pdf		4742		0018296	Resident signed work ord		MAH000162	WAT001	11/06/2015 14:11	Bonnie Sivertson
52770 calling card.jpg		4715		0052770	Non Access Evidence		015016	ULT004	11/06/2015 14:10	Paula Mouawad
0018167 - RA.pdf		4519		0018167	Completed risk assessor		MAH000736	WAT001	11/06/2015 14:05	Bonnie Sivertson
0018167 - ORDER.pdf		4519		0018167	Resident signed work ord		MAH000736	WAT001	11/06/2015 14:04	Bonnie Sivertson
WorkOrder4780(Supplier274520150611014148.pdf		4780		0052901	Work Order	Work order 0052901 for N	014926		11/06/2015 13:41	Paula Mouawad
0051625 - RA.pdf		3073		0051625	Completed risk assessor		000172	WAT001	11/06/2015 12:40	Bonnie Sivertson
0051625 - ORDER.pdf		3073		0051625	Resident signed work ord		000172	WAT001	11/06/2015 12:40	Bonnie Sivertson
0018303 - RA.pdf		4727		0018303	Completed risk assessor		MAH001075	WAT001	11/06/2015 12:39	Bonnie Sivertson
0018303 - ORDER.pdf		4727		0018303	Resident signed work ord		MAH001075	WAT001	11/06/2015 12:39	Bonnie Sivertson
0018302 - RA.pdf		4726		0018302	Completed risk assessor		MAH000622	WAT001	11/06/2015 12:38	Bonnie Sivertson
0018302 - ORDER.pdf		4726		0018302	Resident signed work ord		MAH000622	WAT001	11/06/2015 12:38	Bonnie Sivertson
0018316 - RA.pdf		4741		0018316	Completed risk assessor		MAH000106	WAT001	11/06/2015 12:29	Bonnie Sivertson
0018316 - ORDER.pdf		4741		0018316	Resident signed work ord		MAH000106	WAT001	11/06/2015 12:28	Bonnie Sivertson
WorkOrder4781(Supplier144020150611120426.pdf		4781		0052903	Work Order	Work order 0052903 for 11	013342		11/06/2015 12:04	Paula Mouawad

Each document's URL is only active if the logged in user has Read permission for the relevant Document Type.

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