Standard Operating Procedure

NAUTICA	**Procedure:** Using the Document Management System		
	No. 12-776-1	**Revision:** 01	
	Location/System: New York		**Page:** 1 of 11

APPROVED BY   **DATE**

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CHANGE HISTORY

Revision	Description of Change	Effective
01	Initial Release	

Responsibility: Nautica Enterprises, Inc., MIS Department

Equipment Required: Document Repository; Microsoft Explorer

Reports Generated: N/A

Attachments: N/A

Prior Step: N/A

Following Step   N/A

	Procedure: Using the Document Management System
NAUTICA	**Revision:** 01 **Revision:** 01
	Location/System: New York **Page:** 2 of 11

A. Business Process

The Nautica Document Management System (DMS) is an electronic library of many types of company documents. The system resides on the company computer network so that anyone in the company can access it and find information.

The Document Management System uses the Microsoft Explorer browser to put documents online and enable employees to gain access to them in a format that resembles an online help library of topics. Experienced computer users will find the format to be very intuitive and efficient. Novice computer users will easily learn to navigate from one area to another as they familiarize themselves with company policies and procedures.

Four key features provide users with powerful navigation tools, including Natural Language Search, an electronic Table of Contents, a Keyword Index, and a company Glossary.

Embedded links within documents instantly display definitions of terms, flowcharts, related documents, and pictures of forms and reports in a mouse click.

To ensure that future documents meet the standards for content, format, and layout that have been established in the Document Management System, various tools have been developed, including:

- An SOP Template (Microsoft Word)
- An Overview Template (Microsoft Word)
- A Flowchart Template (Microsoft Visio)
- A Style Guide

The Style Guide explains how to create a document for the system, including how to use the templates, how to assign a document number that is consistent with the existing documents in the system, how to make changes to a published document, and how to spell key terms to adhere to adopted guidelines.

B. Document Management System Home Page

Gain access to the Document Management System by typing the keyword **test** in the Browser Address Line, and press **Enter**. The Document Management System Home Page appears:
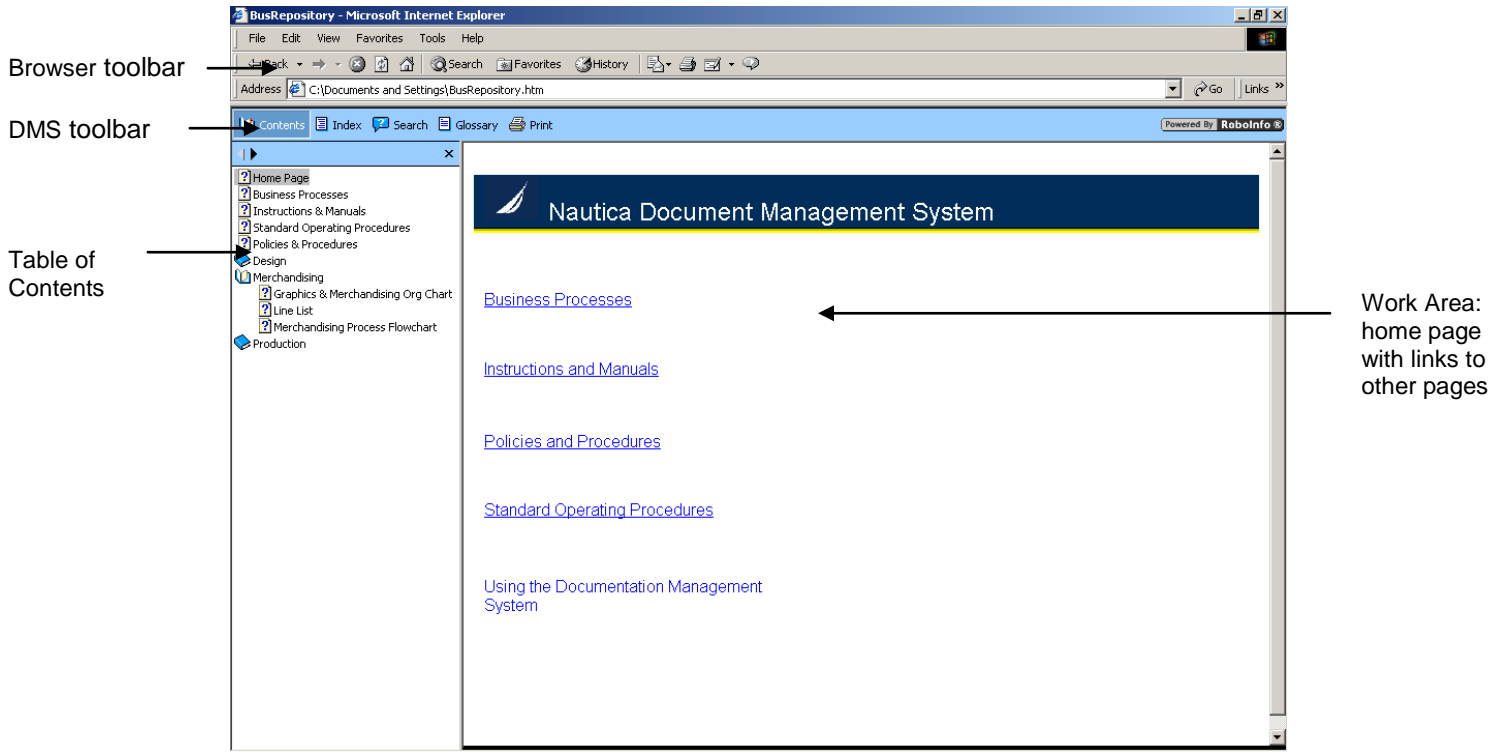

Figure 1 – DMS Home Page

The elements found in the DMS include:

Item	*Description*
Browser Toolbar	The toolbar that automatically appears when you launch the browser.
DMS Toolbar	The Document Management System toolbar, which enables you to:

        View the table of contents

        View the index

        Search for a document

        View the glossary

        Print the contents of the Work Area

        Close the Table of Contents window

Item	*Description*
Table of Contents	The "books" or files in the DMS. The symbol preceding each entry determines the type of entry:

     The topic contains one file. Click on the topic name or question mark to display the topic.

     The topic contains more than one file. Click on it to display the contents of the "book."

     The book is open, and the "pages" or files in the book are listed. Click on one to display it in the Work Area. To close a open book, click on the icon. The subtitles will no longer be displayed.

Work Area	The document selected in the table of contents is displayed in the Work Area. The DMS home page is displayed in the Work Area in Figure 1.

Any underlined text is a link to another page. For example, from the home page, you can link to any of the following pages:

- Business Processes
- Instructions and Manuals
- Policies and Procedures
- Standard Operating Procedures

Refer to the discussion in section **F Links**.

C. Index

Click on the Index tool 🗏 to display the DMS index.

D. Search for a Document

Click on the Search tool 💬 to display the Search dialog box.

Type in the word(s) to search for:

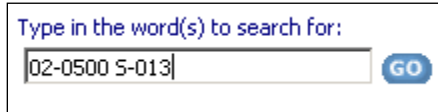02-0500 S-013   **GO**

Figure 2 – Search Dialog Box

Enter the word or document number that you want to find, and click **Go**. The documents in which the search criteria appears will be listed.

E. Glossary

Click on the Glossary tool 🗏 to display the DMS glossary.

Scroll through the list of terms.

Term:

Anchor
Asia Trip
Bulk Purchase Orders
Buy Calendar
Buy Recommendation
CAD
CAD Color Palette
CAD Drawing
Carryover
Classification Worksheet
Collection
Color Chip
Color Control
Color Number
Color Palette
Components
Concept Board
Core Lay Down
Core Style Sheet

Definition: Bulk Purchase Orders

View the definition.

The production order for a style for a given season. The bulk production order has the vendor name, cost, quantity, delivery date, etc.
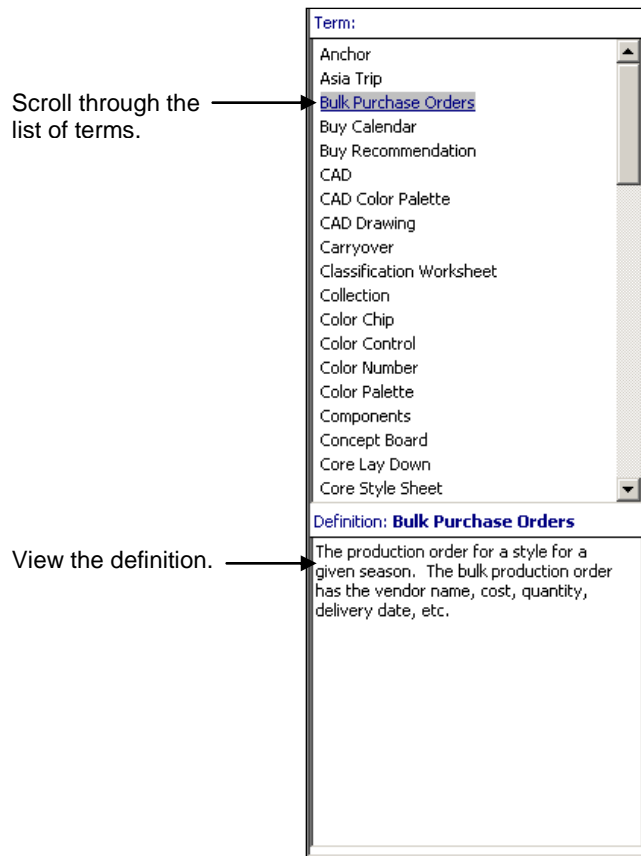
Figure 3 – Glossary

F. Links

The DMS has links embedded throughout the system to enable you to jump to a related document without have to search for it. Links are presented in two ways:

As blue, underlined text, for example, Standard Operating Procedures as shown in Figure 1.

As an icon to link you to a flowchart, or picture of a form or report. The icons that are displayed include:

Item	*Description*
	To display the flowchart that accompanies a document.
	To display a picture of a related document.

When you click a link on the home page, the Department Navigation page is displayed:
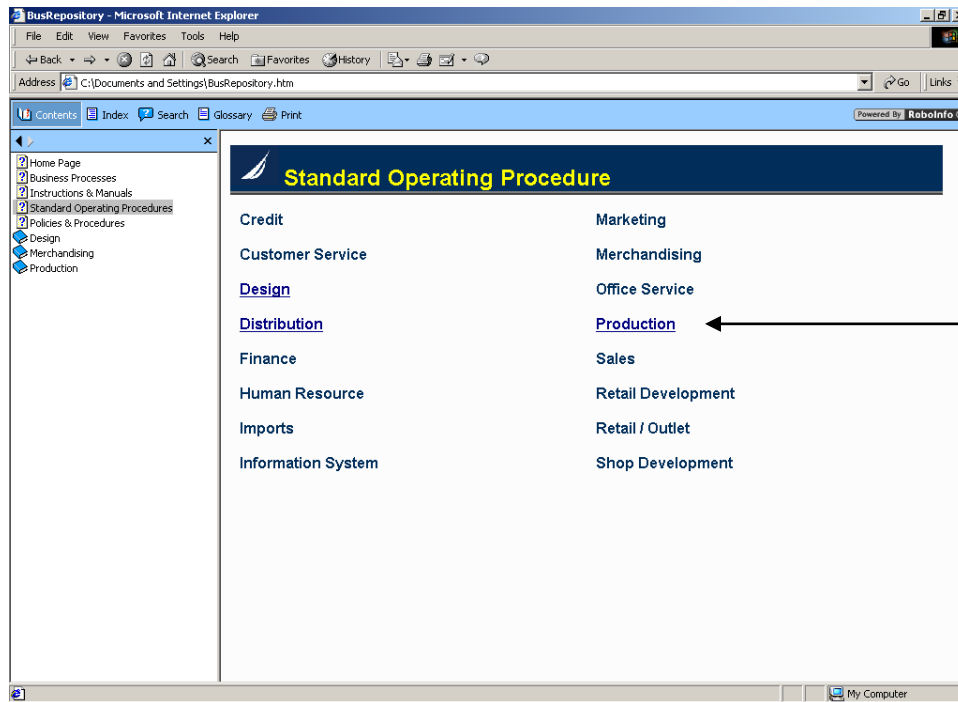
Figure 4 – Department Navigation Page

The Department Navigation Page lists links to the documents maintained for each department. The page shown in Figure 4 contains links to the Standard Operating Procedures for the departments listed.

When you select a department, a list of documents created for that department is displayed:
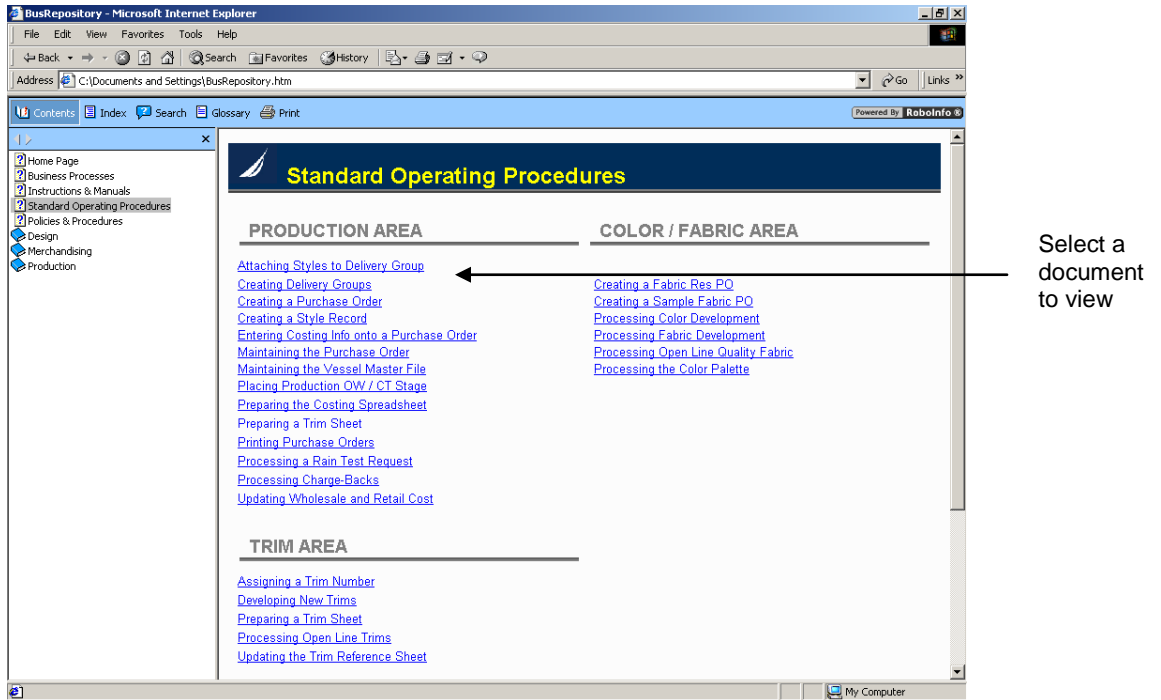
Figure 5 – List of Documents

Click on a link to display the text of the document in the work area.
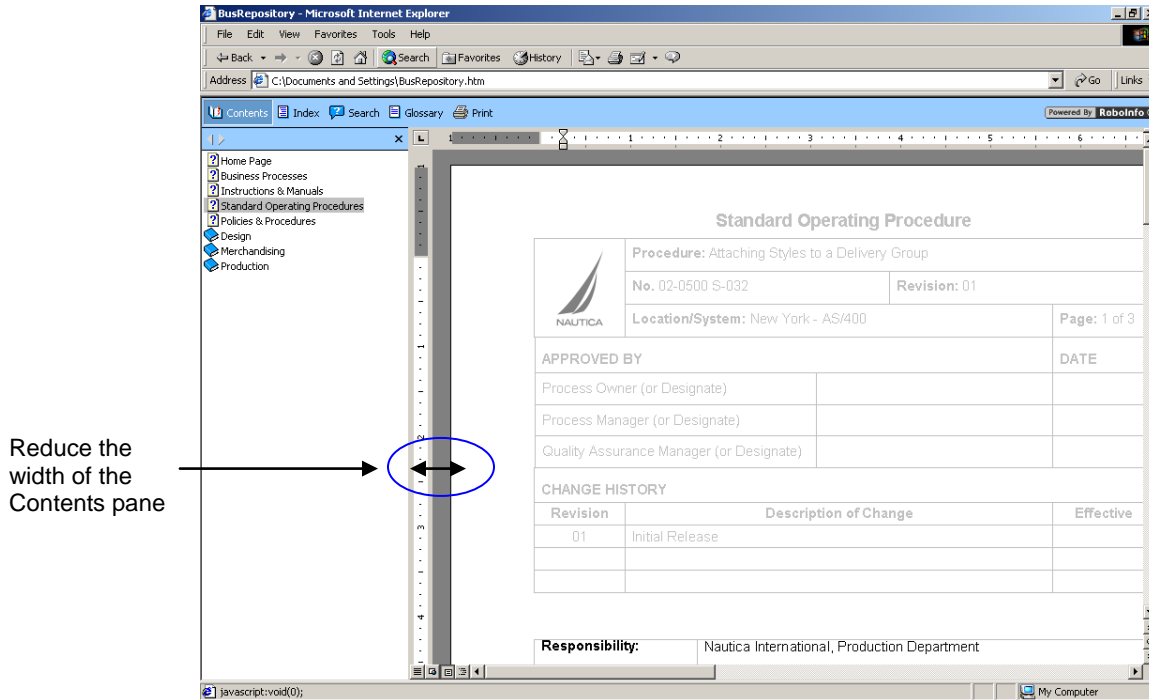

Reduce the width of the Contents pane

Figure 6 – Selected Document in the Work Area

View the document that appears in the work area. To display the page in a bigger window, close the Table of Contents window by clicking on the Close tool ✖ or reduce the width of the Table of Contents pane by sliding the divider to the left.