



Document Library

The AIC Document Library provides centralized document storage for both Corporate and Location specific documentation. This provides your Organization a master online repository to securely store and organize your documents.

Documentation uploaded within the application are categorized based on client-defined categories setup by the System Administrator. Assigning categories makes locating specific documents you are looking for easier to find within the Grid.

Using the Master Library to store documentation in the central repository, you can choose how to deploy within your Organization. These documents can be corporate wide and/or assigned to specific locations based on certain criteria. The Library storage is endless for you to take complete advantage and upload as many documents as needed.

The Corp Document Library displays documentation available to all locations, corporate wide.

Within the Location Document Library, documents that are location specific will be listed here. Documents can be assigned by Organization Level, Location Name, Location Group, State, Country, Facility Type, Union Building or any combination of these. Users will only be able to access documentation assigned to the Locations in which they have access to.

A log of what documents were viewed by, who they were viewed by and when they were viewed can be found in the Document View Log.

Master Document Input Form

* Category
Best Practices

* Title
Best Practices

Description

Corporate Document
Specific Document Assignment (Check all that apply)
 Location Document

Location Filter Criteria

Add Criteria

Delete	Field	Filter Criteria
Delete	Location	San Diego

Active

Save and Close Cancel

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