

AutoSave Change Management

Support for AutoSave Documents



PRODUCT OVERVIEW

The AutoSave suite of products provides the software tools needed to manage all your automation programs. It controls and tracks the changes to your industrial programmable devices and program sources and can now be used to manage your plant procedures, drawings, and documents via our suite of office documentation modules. Purchase the AutoSave Documents module and manage *any mix* of Word, Excel, PowerPoint, DWG drawing, PDF, CSV, and WinFile (a launch by file extension module) up to the total number licensed. The WinFile module can be used for most types of Windows files. The file-specific modules support Multiple Document Interface (MDI), allowing the opening of multiple files in the same interface; the WinFile module is more generic.

AutoSave's client application is integrated with the individual application to offer you an interactive environment. You have complete control over your business documents including:

- Central Repository for Critical Business Files
- Secured Access from any Client PC
- Launch for Editing and Viewing
- Launch by Extension for Variable Client Executables
- Multiple Temporary Interim Copies and Permanent 'Revisions'
- Historical Tracking and Audit Trails
- Automatic Change Notification
- Rapid, Minimal Program Configuration Steps

CLIENT / SERVER

The AutoSave Documents modules plug into the AutoSave client which is installed on each user workstation. An AutoSave server acts as the master control center that coordinates all change-related programming activities and stores project files.

ARCHIVED CONTENTS

Each program is a single file stored on the AutoSave server and restored to the client whenever needed for subsequent use or review.

SECURED PROGRAM ACCESS

The AutoSave client interface allows users to access the AutoSave functions using a login and password. At login, the AutoSave server determines the level of access to the different folders and programs permitted to the user and the client PC. Additionally, AutoSave's privileges can be set to render the documents 'read-only' for various user groups.

VERSION CONTROL

When the user requests a program via AutoSave, the file becomes locked and indicates who has the file checked out. If multiple users need simultaneous access to the locked file, they can still launch the program but receive a message indicating that no changes can be saved to AutoSave due to its lock condition. When the user completes editing and saves the changes, AutoSave prompts for a revision note, creates a new current copy, relegates the previous current copy to a numbered ancestor, and unlocks the program.

Optionally setting the client to always delete local copies ensures the removal of possibly aging documents from the clients and necessitates accessing the current file from the server each time it's needed.

QUICK, EASY PROGRAM CONFIGURATION

Place the current file into the planned local copy path, create a new AutoSave program with the same name as the file, and do have the wizard create the initial copy; the program is ready for use! The program could be configured to use a third-party comparison application of your choosing. Otherwise, AutoSave provides a simple binary comparison.

BASIC MODULE USAGE

Users log in to AutoSave, locate the program via the Select tab, and activate the Launch button. The file is opened in the appropriate associated application. Edit or view the document, exit the application, enter the appropriate revision comment. AutoSave automatically stores the new revision and sends notification to the designated e-mail list.