



The Document Control Center:

Introducing the New Document Management System

Powered by



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LIGO DCC Project Background

- **Project Started 2005**

- Requirements
- Vendor demonstrations
- Selection
- Contract award to FileHold – Vancouver, B.C.

- **Milestones Achieved**

- Document schemas designed and metadata defined
- Every document allocated from present system into the new
- Conversion database designed and developed to verify accuracy of migration

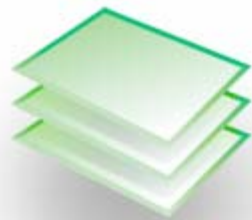
- **Upcoming Milestones**
 - Blackout of old system –
 - Scheduled for Thursday, August 24th
 - New system to go live –
 - Scheduled for Tuesday, August 29th

Topics Covered in this Presentation

- Different types of documents & Metadata
- Requesting a DCC Number
- Adding a document to the library with a DCC number
- Versioning document
- Linking documents
- Searching for documents

Document Types

- Publications
- Technical Notes
- MOU's
- Budgets and Financial
- Change Requests
- Drawings
- Contractual
- Engineering
- Multi-Media
- Presentations
- Human Resources
- Management
- Travel



FileHold

Document & Record Lifecycle Software

This is a live product demonstration of the LIGO DCC system hosted on a demo server in Vancouver B.C. Canada. The documents on this system are for demonstration purposes only.

Product Demonstration

•Questions ????