



# Exploring - Document Management

Explores how you can use eaDocX Document Management to manage a single document through its life, and also manage a whole set of generated eaDocX documents.

**Version: 0.0.2.3**

**Notes for this version:**

## Section: Document\_versions

Version	Version notes	Version date	Time
0.0.1	First version	15/02/2013	09:29:43
0.0.2	Added Version History table at the start of the document	15/02/2013	09:31:21

End

## Section: Document\_roles

Person	Role	Notes
Jackie	Approver	Need to make sure the examples explore all the important eaDocX functions
Ian	Author	Make sure it all works!

End

## Section: Introduction

## 1 Managing Documents

With eaDocX it's possible to create lots and lots of documents from your model. This in turn might create another challenge: how to manage all those documents.

eaDocX provides a simple Document Management mechanism which:

- Creates new versions of your document each time you re-generate it
  - Creates a new version file when you choose to up-version your document
  - Keep track of the changes to your document
  - Store details of what documents have been generated, and where they are, in your EA model.
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- Basic DM
  - Versioning info
  - extra stuff added to the document (fields)
  - roles and people
  - compare versions

- Change marking
- Groups of documents

End



