

# Omnia User Conference

Elevating the certified MAN ES Management system

# Company profile

MAN Energy Solutions enables its customers to achieve sustainable value creation in the transition towards a carbon neutral future.

Addressing tomorrow's challenges within the marine, energy and industrial sectors, we improve efficiency and performance at a systemic level.

Leading the way in advanced engineering for more than 250 years, we provide a unique portfolio of technologies.

# Moving big things to zero

## Heat Pumps

Decarbonization of heat supply in industry and households



## Carbon Capture

Solutions for unavoidable process emissions and carbon cycles



## PEM-Elektrolysis

H<sub>2</sub> will play a key role for sectors where direct electrification is not possible.



## Green Engines

CO<sub>2</sub>-neutral propulsion systems for shipping and power generation



## Retrofits

Decarbonization of our customers' existing fleets



These are the technologies we rely on to help our clients achieving the target of 'net zero'

# MAN Energy Solutions at a glance

Some figures about MAN Energy Solutions – MAN ES

Estd. in **1758**

**14,600** employees worldwide

**3.6 bn €** revenue

**>140** locations worldwide

**12** production sites

**>70** locations certified

# Future in the making

Find out more on our  
company website



# Speakers Bio

Who is presenting?

## Norbert Liepert

Norbert is a Management System Consultant and has administrative responsibility for the document management system at MAN ES. As general manager of the Management System he is always interested in easy to use, lean, and up to date IT solutions.

Contact: [norbert.liepert@man-es.com](mailto:norbert.liepert@man-es.com)

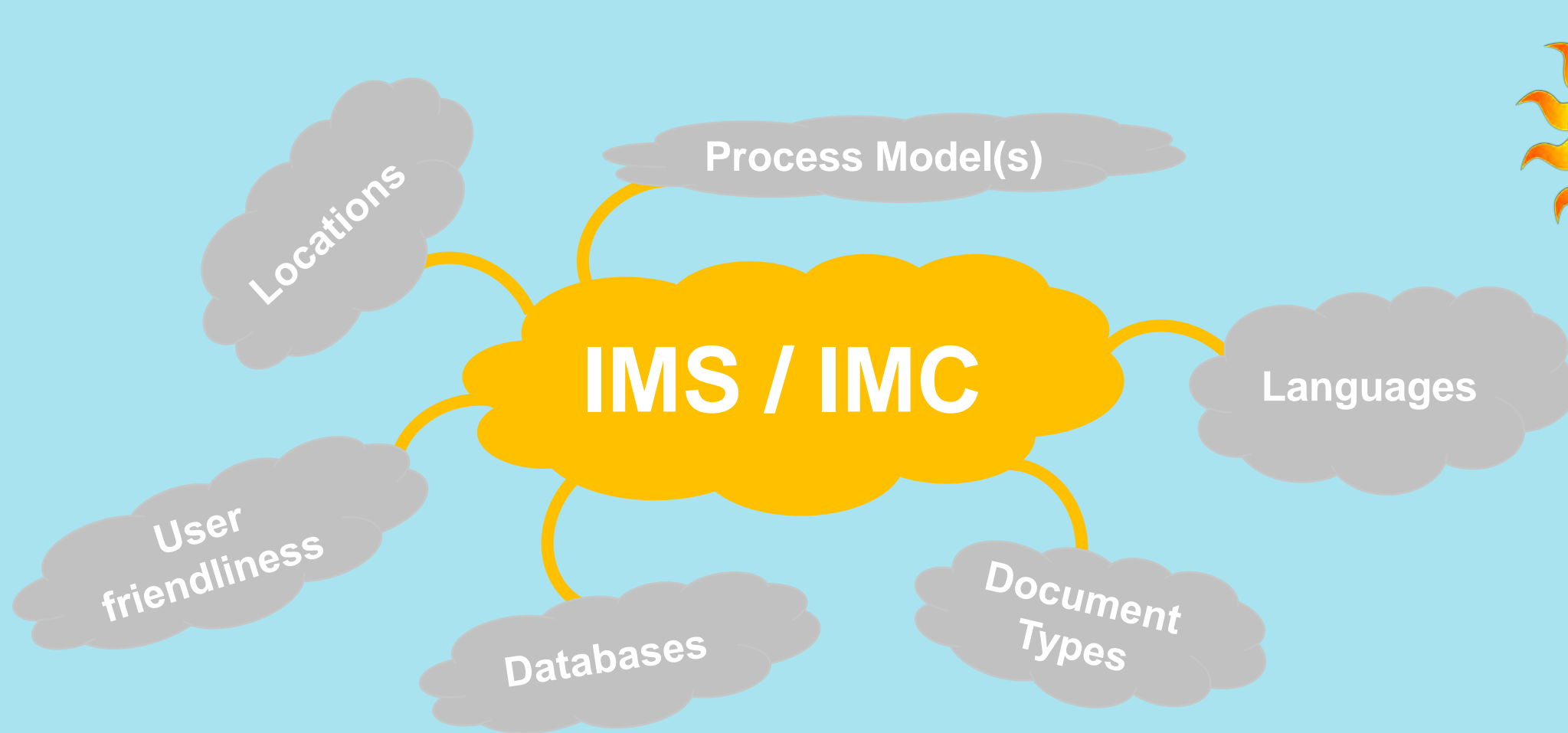
## Falk Imig

Falk is a Management System Consultant and has administrative responsibility for the document management system at MAN ES. He is dedicated to IT system administration and an active user and forerunner of the MS-Powertools.

Contact: [falk.imig@man-es.com](mailto:falk.imig@man-es.com)

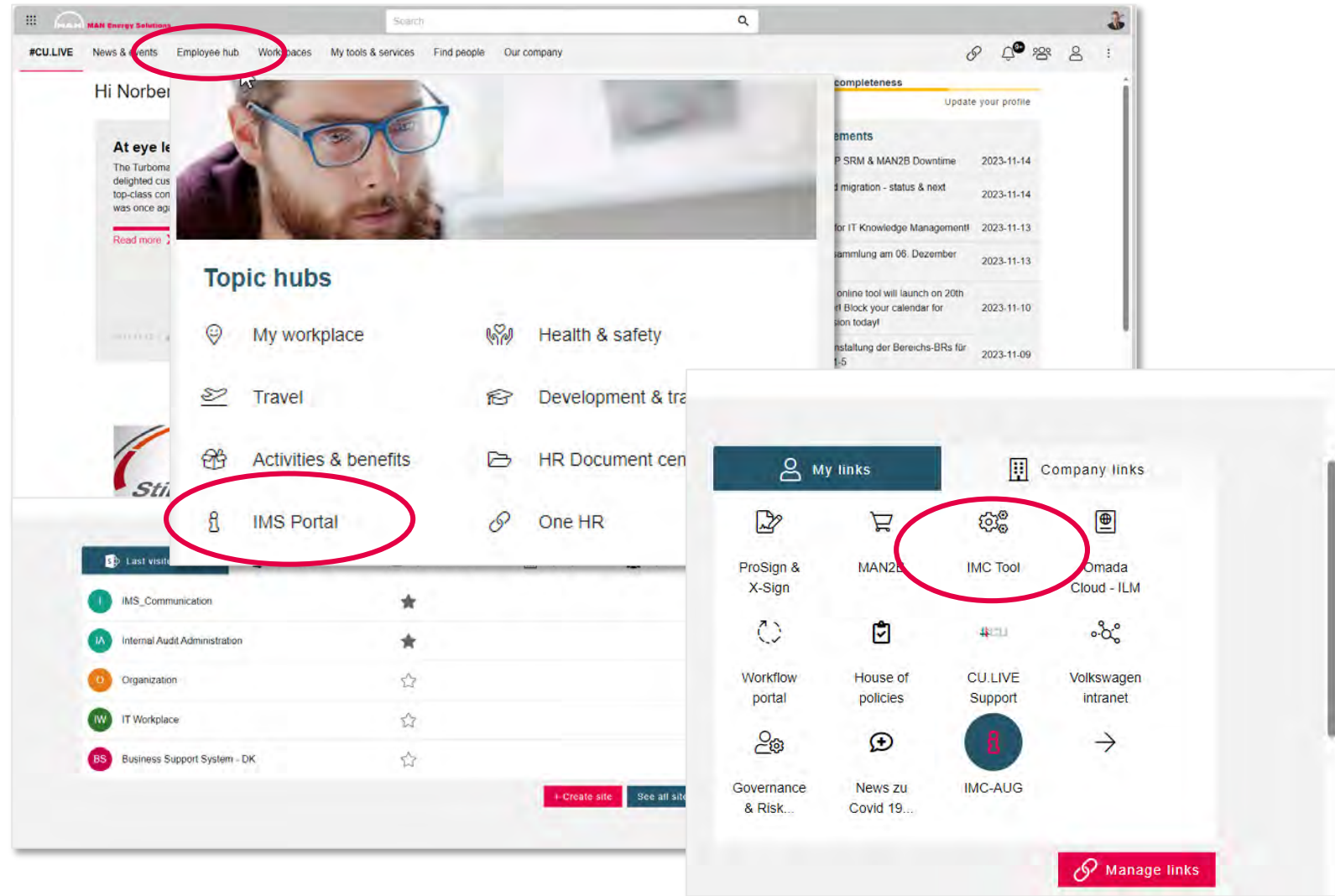
# Motivation IMC – Information Management Center

Islands in the sun



# Integration to the MAN ES intranet

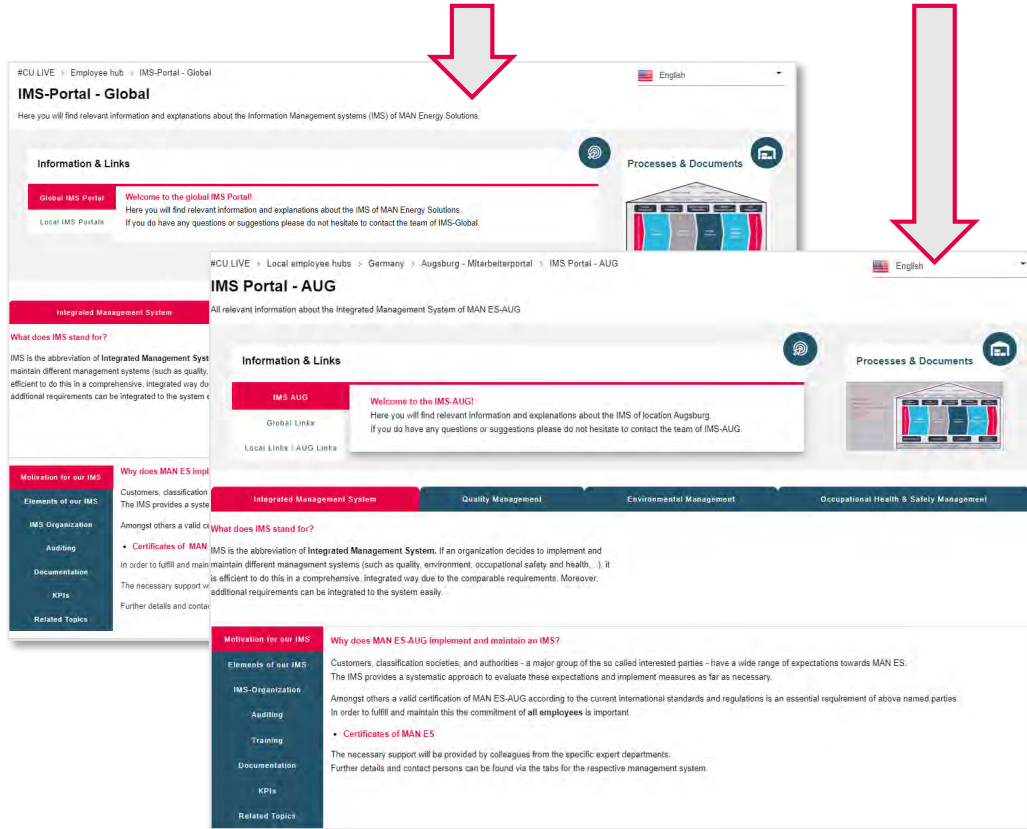
...part of the award winning solution



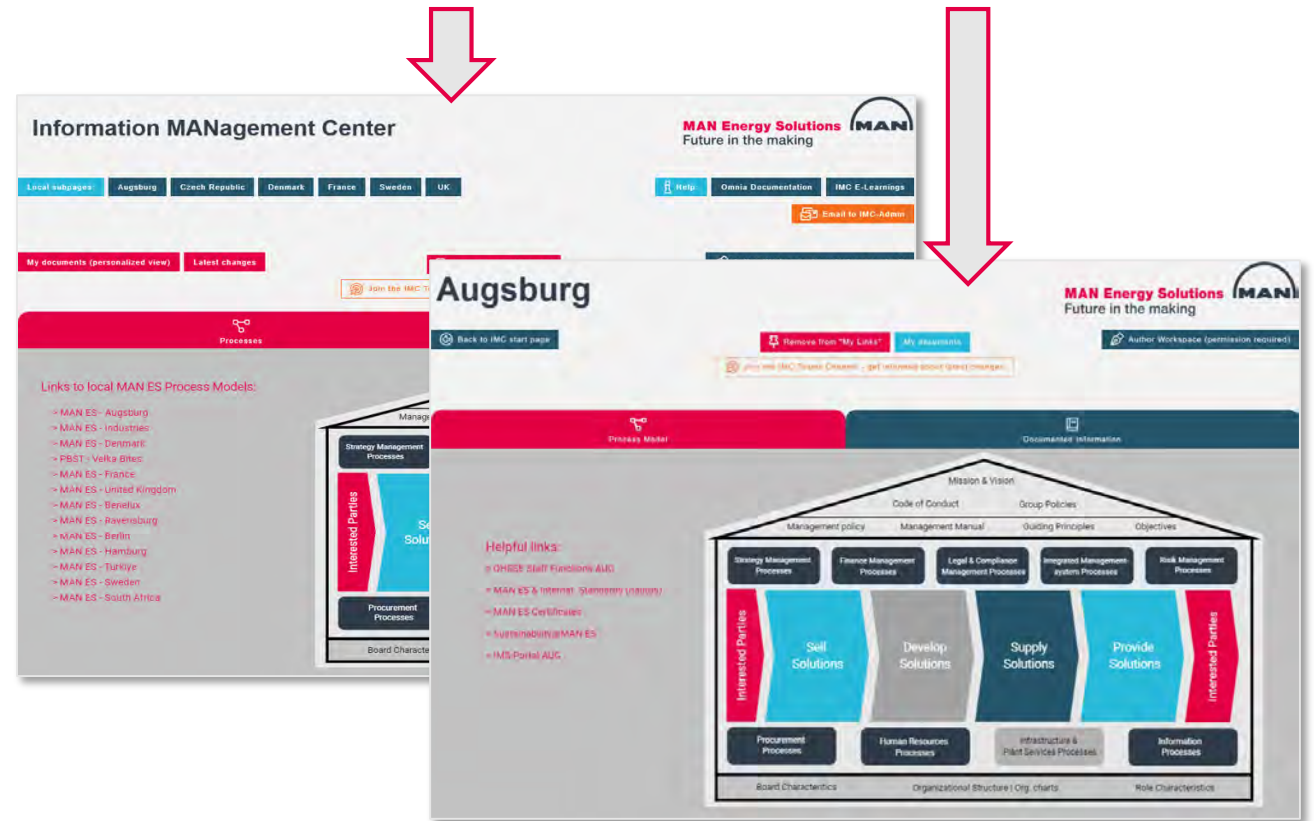
# IMS-Portal | IMC

Integration to MAN ES-Intranet | Omnia Solution

From a global to standardized local IMS-portals

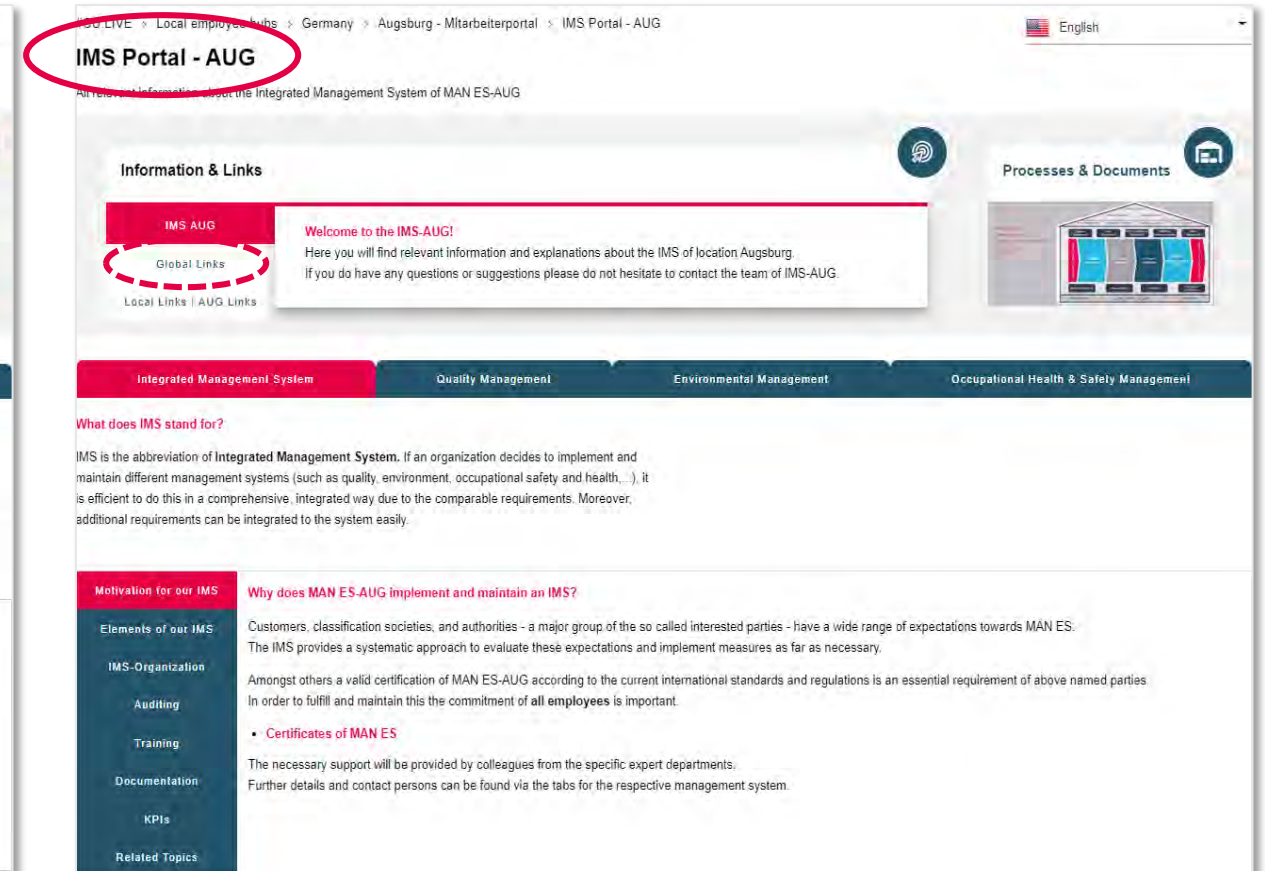
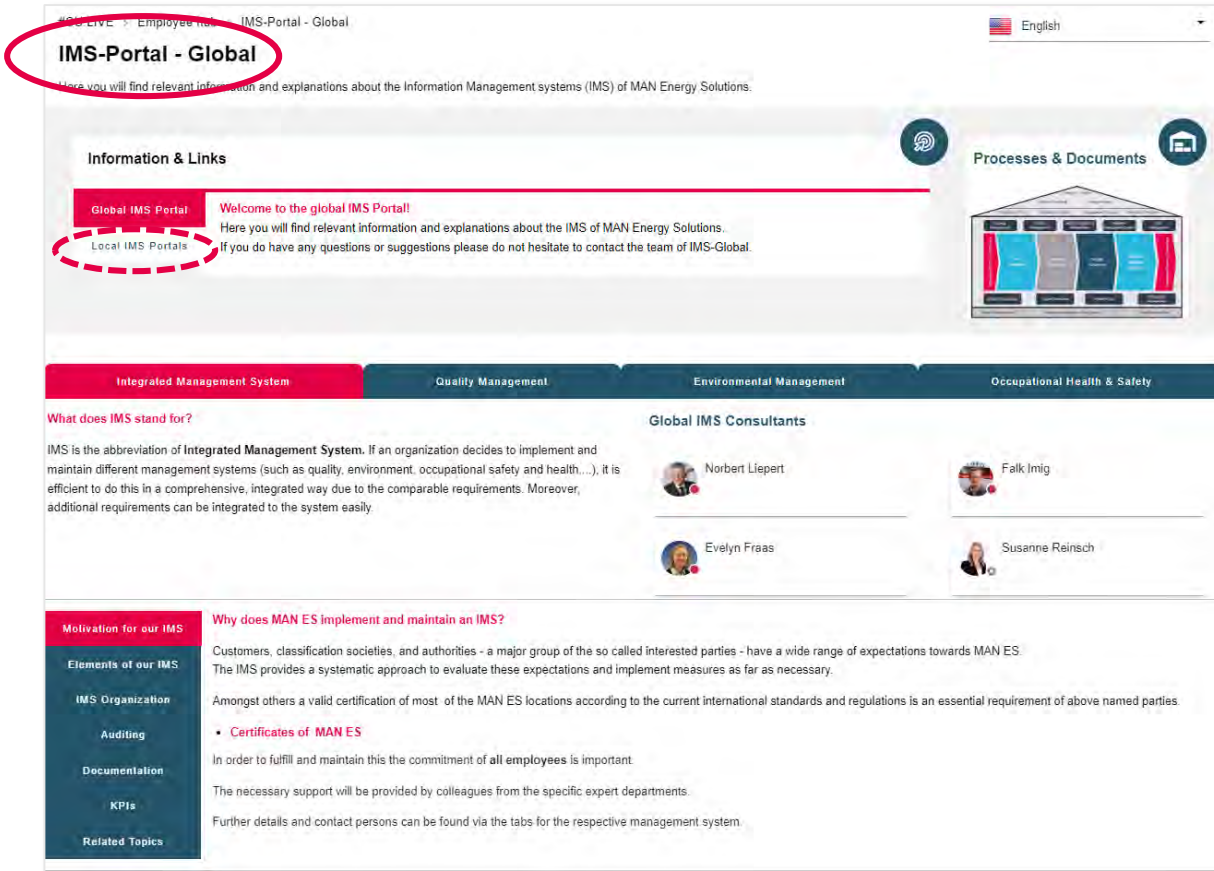


From a global to standardized local IMC-pages



# IMS – Portal

From global to local information about IMS

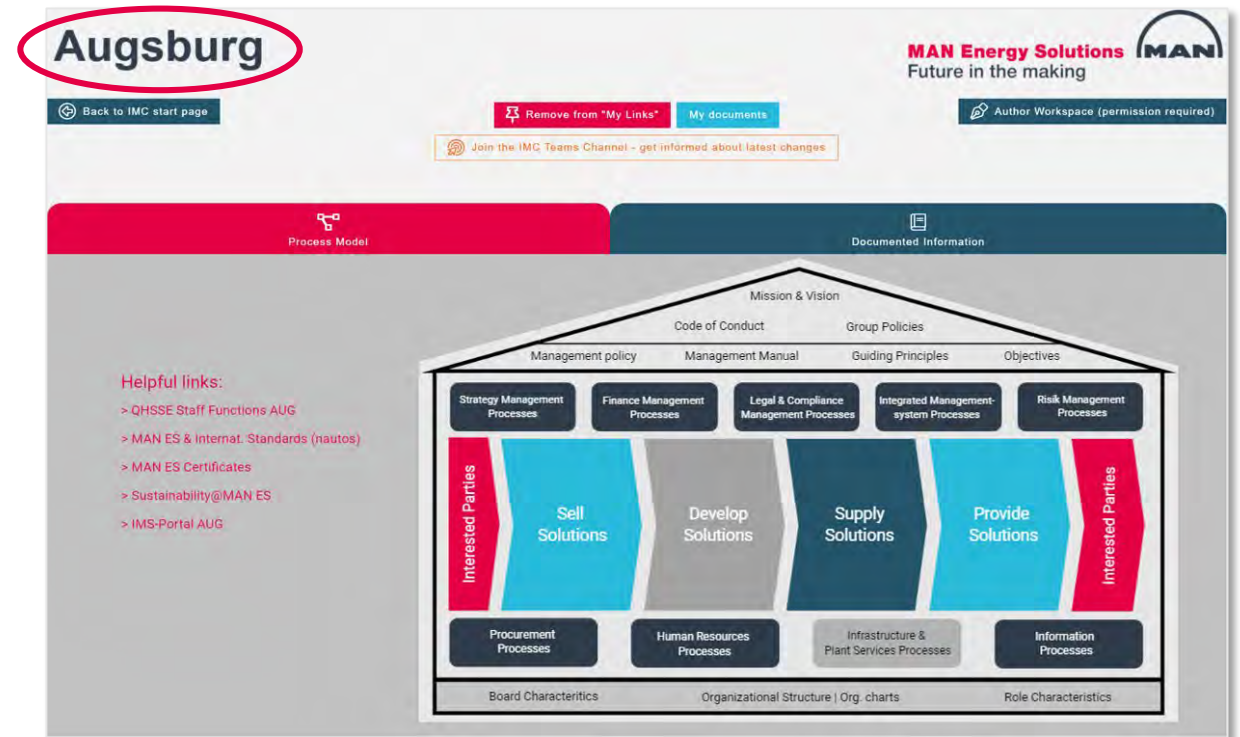
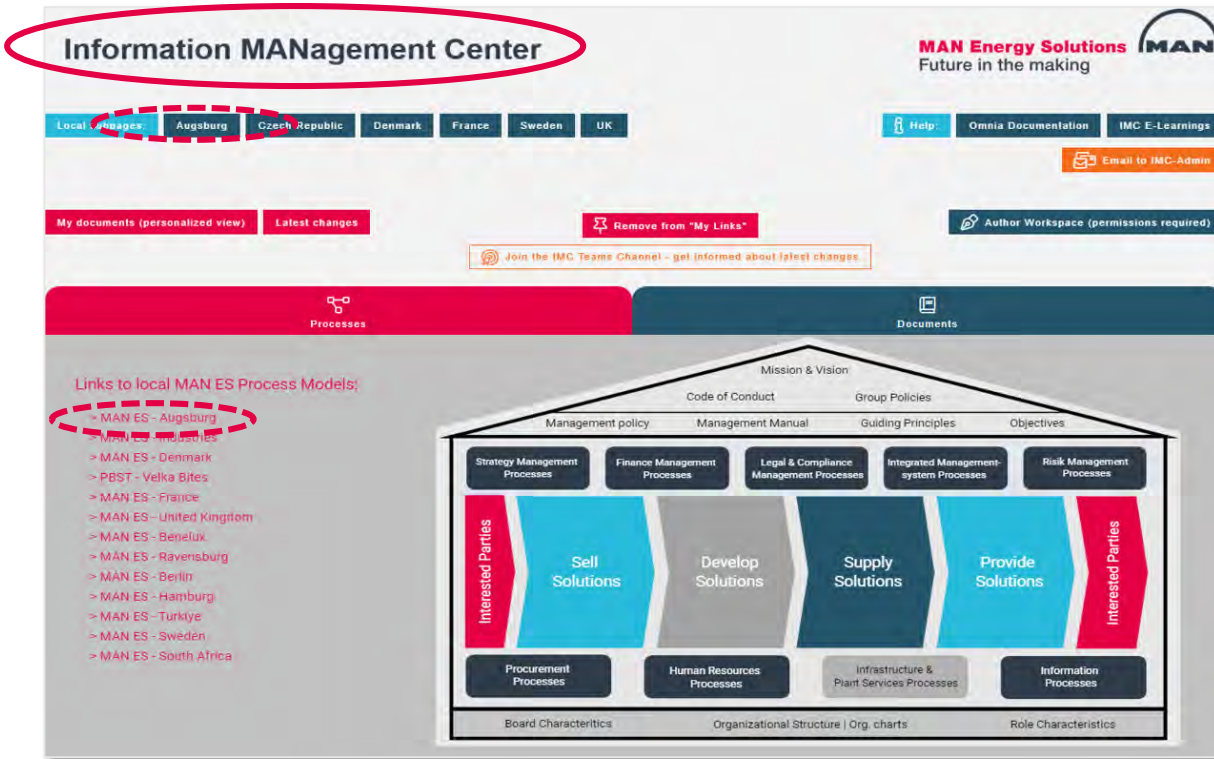


Providing the same look & feel supports harmonization and provides a higher level of user friendliness



# IMC – Information MANagement Center

From a global to harmonized views of documented information

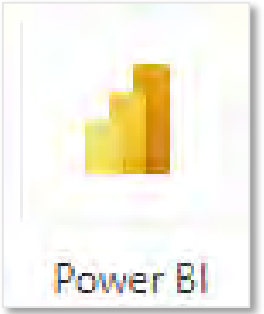


Providing the same look & feel supports harmonization and provides a higher level of user friendliness

>> Additionally it leaves flexibility to focus on local rollups, links & optional subpages

# IMC – Information MANagement Center

Some figures



Number of	
Published Documents	2631
Draft Documents	395
Document Types	8
Published Templates	94
Sites	62
Languages	8
Multilingual Templates	20
Authors	95



# IMC – Information MANagement Center

Two main Topics

**Information Management Center** MAN Energy Solutions Future in the making

Local subpages: Augsburg Czech Republic Denmark France Sweden UK

Help Omnia Documentation IMC E-Learnings

Email to IMC-Admin

My documents (personalized view) Latest changes Remove from "My Links" Author Workspace (permissions required)

## Processes

Links to local MAN ES Process Models:

- MAN ES - Augsburg
- MAN ES - Industries
- MAN ES - Denmark
- PBST - Velka Bites
- MAN ES - France
- MAN ES - United Kingdom
- MAN ES - Benelux
- MAN ES - Ravensburg
- MAN ES - Berlin
- MAN ES - Hamburg
- MAN ES - Turkiye
- MAN ES - Sweden
- MAN ES - South Africa

Mission & Vision

Code of Conduct Group Policies

Management policy Management Manual Guiding Principles Objectives

Strategy Management Processes Finance Management Processes Legal & Compliance Management Processes Integrated Management-system Processes Risk Management Processes

Interested Parties Sell Solutions Develop Solutions Supply Solutions Provide Solutions Interested Parties

Procurement Processes Human Resources Processes Infrastructure & Plant Services Processes Information Processes

Board Characteristics Organizational Structure | Org. charts Role Characteristics

**Information Management Center** MAN Energy Solutions Future in the making

Local subpages: Augsburg Czech Republic Denmark France Sweden UK

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My documents (personalized view) Latest changes Remove from "My Links" Author Workspace (permissions required)

## Documents

Document Type M0002

Management document 4

Instruction 1

Work Instruction 1

Valid for company

MAN ES all 3

MAN Energy Solutions SE 2

MAN Energy Solutions Sverige AB 1

Valid for location

All Locations 4

Aurangabad 1

Gothenburg 1

Title	Speaking Name	Former number	Owner	Document Type
I0201EN	Local Supporting Document to MAN ES Management Policy			Instruction
M0002CZ	Politika managementu	n.a.		Management document
M0002DE	Unternehmenspolitik	n.a.		Management document
M0002EN	Management Policy	n.a.		Management document
M0002FR	Management Policy	n/a		Management document
W0441EN	Comprehensive Work Instruction – Product Safety and Compliance	n/a		Work Instruction

# IMC – Information MANagement Center

How is the page structured

The screenshot displays the Information Management Center (IMC) interface. At the top, the header includes the title "Information Management Center" and the MAN Energy Solutions logo with the tagline "Future in the making". Below the header, there are navigation tabs for "Local subpages" (Augsburg, Czech Republic, Denmark, France, Sweden, UK) and utility buttons for "Help", "Omnia Documentation", "IMC E-Learnings", and "Email to IMC Admin".

The main content area features a navigation bar with "Processes" and "Documents" tabs. The "Documents" tab is active, showing a search bar with the input "M0002" and a "Show Filter" button. On the left, there are filter panels for "Document Type", "Valid for company", and "Valid for location".

Title	Speaking Name	Former number	Owner	Document Type
I0201EN	Local Supporting Document to MAN ES Management Policy	-	[User Icon]	Instruction
M0002CZ	Politika managementu	n.a.	[User Icon]	Management document
M0002DE	Unternehmenspolitik	n.a.	[User Icon]	Management document
M0002EN	Management Policy	n.a.	[User Icon]	Management document
M0002FR	Management Policy	n/a	[User Icon]	Management document
W0441EN	Comprehensive Work Instruction – Product Safety and Compliance	n/a	[User Icon]	Work Instruction

# IMC – Information MANagement Center

How is the page structured

The screenshot displays the IMC interface with a search bar at the top containing 'M000z' and a 'Show Filter' button. Below the search bar is a table with the following columns: Title, Speaking Name, Former number, Owner, and Document Type. The table contains six rows of document entries.

Title	Speaking Name	Former number	Owner	Document Type
I0201EN	Local Supporting Document to MAN ES Management Policy	-	[Owner Profile]	Instruction
M0002CZ	Politika managementu	n.a.	[Owner Profile]	Management document
M0002DE	Unternehmenspolitik	n.a.	[Owner Profile]	Management document
M0002EN	Management Policy	n.a.	[Owner Profile]	Management document
M0002FR	Management Policy	n/a	[Owner Profile]	Management document
W0441EN	Comprehensive Work Instruction – Product Safety and Compliance	n/a	[Owner Profile]	Work Instruction

# IMC – Information MANagement Center

How is the page structured

Document Type ^

- Management document 4
- Instruction 1
- Work Instruction 1

Valid for company ^

- MAN ES all 3
- MAN Energy Solutions SE 2
- MAN Energy Solutions Sverige AB 1

Valid for location ^

- All Locations 4
- Aurangabad 1
- Gothenburg 1

M0002 X Q Hide Filter

Owner Valid for company Former number

Confidentiality level

**My documents (personalized view)** **Latest changes**

# IMC – Information MANagement Center

How is the page structured

**Overview latest changes@IMC**

MAN Energy Solutions  
Future in the making

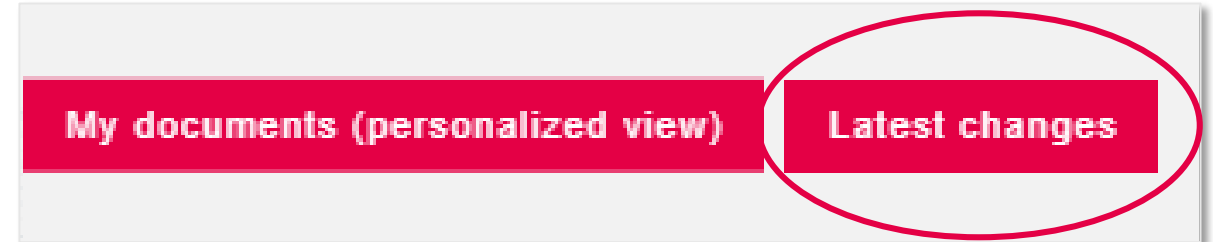
Back to IMC

**newly published documents - within the last 30 days**

Valid for location	Title	Speaking Name	Edition	Owner	Owner department	Published
All Locations	P1006EN	Sales and Operational Planning Process	1		RE-UN(SM)	2023-10-23
Antwerp	F0405DE	Arbeitsunterlagen Kernherstellung	1		FEAF	2023-10-20
Augsburg	I0349DE =>2	Dokumentierte Informationen auf IMC lenken	1		GG	2023-10-19
Aurangabad	I0349EN =>1	Control of documented information on IMC	1		GG	2023-10-19
Bangalore	R0094DE	Chief Information Security Officer	1		FTY	2023-10-19
Berlin	R0094EN	Chief Information Security Officer	1		FTY	2023-10-19
Engineering	R0095DE	Production Information Security Officer	1		FT	2023-10-19
GF	R0095EN	Production Information Security Officer	1		FT	2023-10-19
PL Components	P2005EN	TopLevel Process Turtle - Sell Solutions	1		S	2023-10-18

**changed documents - within the last 30 days**

Valid for location	Title	Speaking Name	Edition	Owner	Owner department	Published
Antwerp	I0843DE	Arbeitsplan - Erstellen und Ändern	2		FEKA	2023-10-26
Augsburg	M0025EN	Manuel de Management Intégré QSE	3		FFQ	2023-10-25



# IMC – Information MANagement Center

How is the page structured

The screenshot displays the 'Personalized View' of the IMC interface. At the top right, the 'MAN Energy Solutions' logo and tagline 'Future in the making' are visible. The main content is divided into three sections:

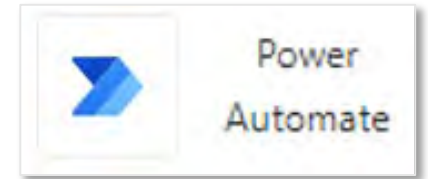
- Documents owned by me...:** A list of documents with columns for ID, title, date, and owner. Visible entries include PO-01DK, PO-01TK, and PO-01FK.
- Documents approved by me...:** A list of documents with columns for ID, title, date, and owner. Visible entries include W011DE, T2242DE, F0084ZW, and W000DE.
- Drafts created by me...:** A list of documents with columns for ID, title, date, and owner. Visible entries include P008UCN, R0083DC, M0001DC, and P0038CN.





# IMC – Information MANagement Center

Teams Channel



Information MANagement Center

MAN Energy Solutions Future in the making

Local subpages: Augsburg Czech Republic Denmark France Sweden UK

Help Omnia Documentation IMC E-Learnings

Email to IMC-Admin

My documents (personalized view) Latest changes

Remove from "My Links"

Author Workspace (permissions required)

Join the IMC Teams Channel - get informed about latest changes

Processes Documents

Document Type

- Management document 4
- Instruction 1
- Work Instruction 1

Valid for company

- MAN ES all 3
- MAN Energy Solutions SE 2
- MAN Energy Solutions Sverige AB 1

Valid for location

- All Locations 4
- Aurangabad 1
- Gothenburg 1

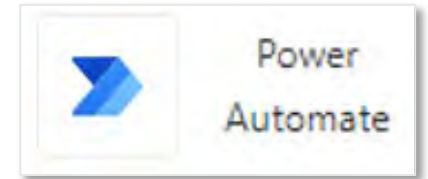
M0002

Title	Speaking Name	Former number	Owner	Document Type
I0201EN	Local Supporting Document to MAN ES Management Policy	-		Instruction
M0002CZ	Politika managementu	n.a.		Management document
M0002DE	Unternehmenspolitik	n.a.		Management document
M0002EN	Management Policy	n.a.		Management document
M0002FR	Management Policy	n/a		Management document
W0441EN	Comprehensive Work Instruction – Product Safety and Compliance	n/a		Work Instruction

Join the IMC Teams Channel - get informed about latest changes

# IMC – Information MANagement Center

Teams Channel



**Augsburg** MAN Energy Solutions **MAN**  
Future in the making

Back to IMC start page Add to "My Links" My Documents Author Workspace (permission required)

Join the IMC Users Channel – get informed about latest changes

**Helpful links:**

- > QHSSE Staff Functions AÜG
- > MAN ES & Internal Standards (portal)
- > MAN ES Certificates
- > Sustainability@MAN ES
- > IMS-Portal AÜC

**Process Model** | **Documented Information**

Mission / Vision

Cone of Conduct

Group Policies

Management Policy | Management Manual | Guiding Principles | Objectives & Programs

Strategy Management Processes
Finance Management Processes
Legal & Compliance Management Processes
Integrated Management System Processes
Risk Management Processes

Interested Parties | Customers

Sell Solutions

Front End

Develop Solutions

Engineering

Supply Solutions

Product Lines

Provide Solutions

Front End

Interested Parties | Customers

Procurement Processes
Human Resources Processes
Infrastructure and Plant Services Processes
Information Processes

Brand Characteristics | Organizational Structure | Org. Charts | Role Characteristics

**latest changes (all documents):**

2 comments

**Falk Imig**  
October 11, 2023 9:25 AM

**New updated document "F0507CZ - Záznamy z auditů / Audit records"**  
Valid for location: Vělná Březá  
Valid for department: CZ E

The following document was just created or revised:

Title: F0507CZ  
Speaking Name: Záznamy z auditů / Audit records  
Edition: 1  
Owner:  
Owner department: CZ E  
Published: 2023-11-01

[Link to the document](#)

Please use the IMC if you have comments to the document.

**latest updates (DE documents):**

2 comments

**Falk Imig**  
October 11, 2023 9:12 AM

**Neues / überarbeitetes Dokument "W0603DE - Sperrung bzw. Nichterteilung der Lieferfreigabe für Vertragspartner durch die Anlagenqualität"**  
Gültig für Standort: All Locations  
Gültig für Abteilung: PSQ

Das folgende Dokument wurde soeben erstellt oder überarbeitet:

Nummer: W0603DE  
Titel: Sperrung bzw. Nichterteilung der Lieferfreigabe für Vertragspartner durch die Anlagenqualität  
Edition: 2  
Gültig für: All Locations  
Besitzer:  
Abteilung des Besitzer: PSQ  
Veröffentlicht am: 2023-10-30

[Link zum Dokument](#)

Bitte nutzen Sie das IMC, wenn Sie Anmerkungen zum Dokument haben.

**latest changes (all documents):**

2 comments

**Falk Imig**  
October 11, 2023 2:45 PM

**New updated document "I0256EN - Root Cause Analysis Process Instruction"**  
Valid for location: United Kingdom  
Valid for department: RE-UK-SMLQ

The following document was just created or revised:

Title: I0256EN  
Speaking Name: Root Cause Analysis Process Instruction  
Edition: 2  
Owner:  
Owner department: RE-UK-SMLQ  
Published: 2023-10-11

[Link to the document](#)

Please use the IMC if you have comments to the document

**latest updates (DE documents):**

2 comments

**Falk Imig**  
October 11, 2023 7:43 AM

**Neues / überarbeitetes Dokument "W0603DE - Turbolader TCA55/66 wenden"**  
Gültig für Standort: Augsburg  
Gültig für Abteilung: PEAA32, PEAA33

Das folgende Dokument wurde soeben erstellt oder überarbeitet:

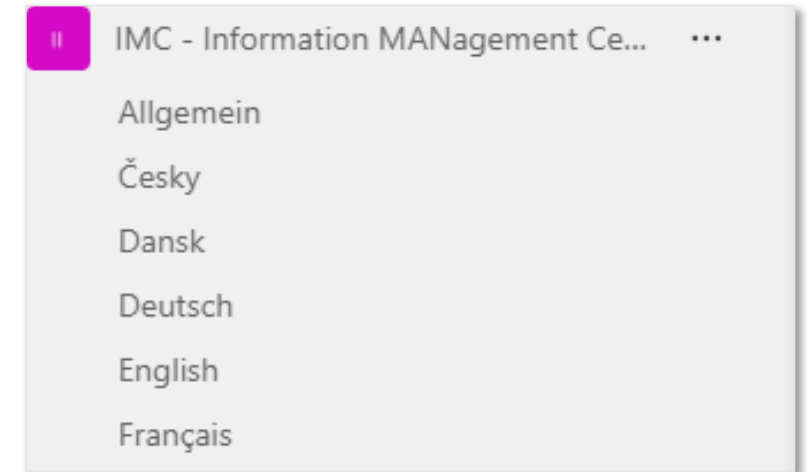
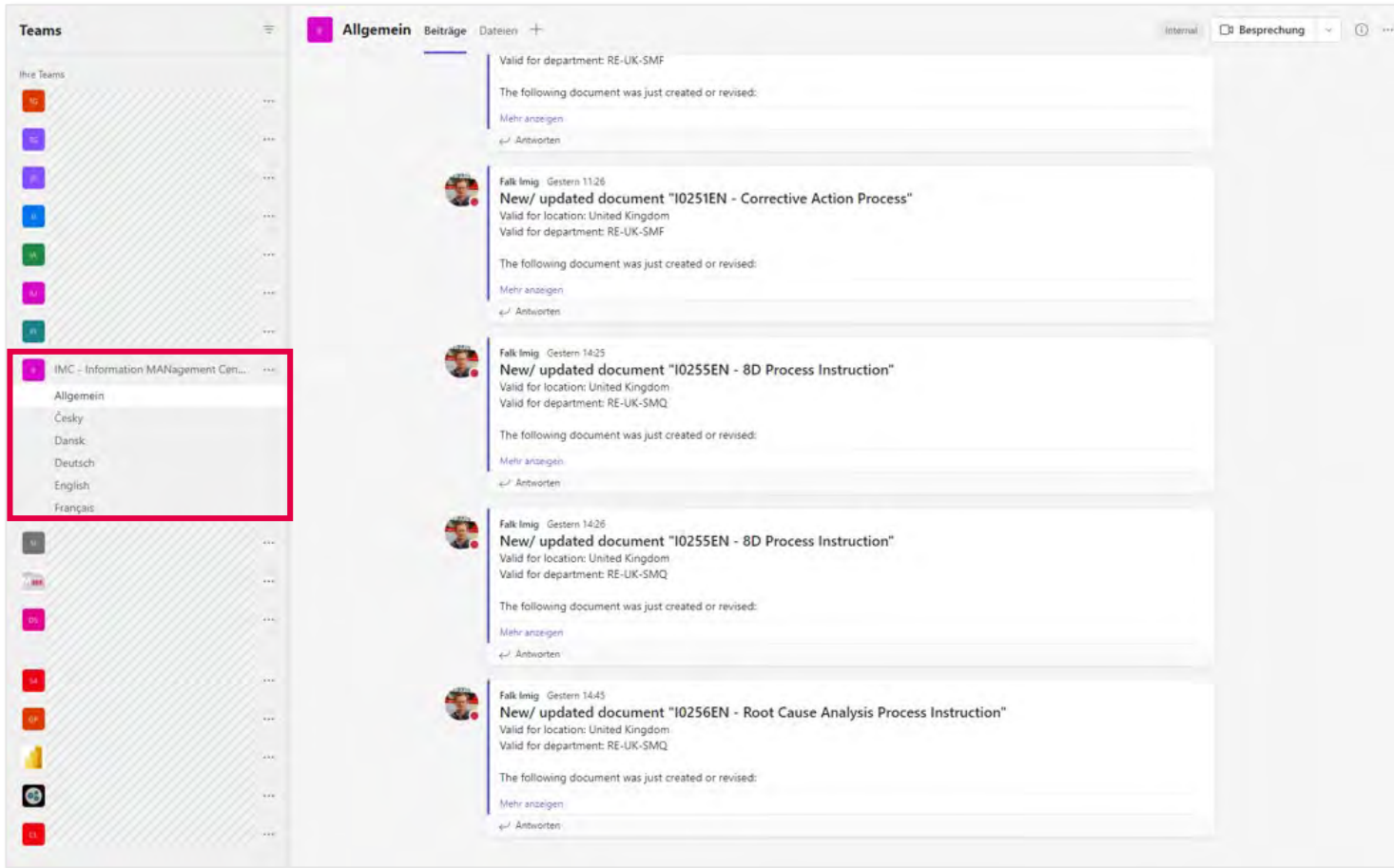
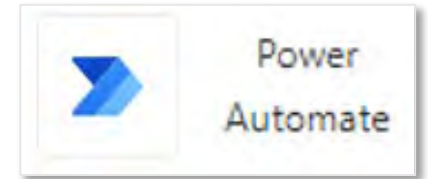
Nummer: W0603DE  
Titel: Turbolader TCA55/66 wenden  
Edition: 2  
Gültig für: Augsburg  
Besitzer:  
Abteilung des Besitzer: PEAA3  
Veröffentlicht am: 2023-10-11

[Link zum Dokument](#)

Bitte nutzen Sie das IMC, wenn Sie Anmerkungen zum Dokument haben.

# IMC – Information MANagement Center

Teams Channel



# IMC – Information MANagement Center

Local Subpages

Local subpages: Augsburg Czech Republic Denmark France Sweden UK

Back to IMC start page Add to "My Links" My documents (personalized view) Author workspace (permission required)

Join the IMC Teams Channel - get informed about latest changes

Processes Documents

Documents by departments and processes

# IMC – Information Management Center

## Local Subpages

Title	Speaking Name	Edition	Valid from	Owner	System
F0712EN	Potential HSE Deviation Report	3	2021-03-15	[User Icon]	Environment Health/Safety
I0013CZ	Ochrana životního prostředí a EMS	9	2023-10-03	[User Icon]	Energy Environment Health/Safety
I0019CZ	Řízení systému BOZP	6	2023-06-01	[User Icon]	Health/Safety

# IMC – Information MANagement Center

How to create a document



# IMC – Information Management Center

Public IMC – Training IMC – Template IMC

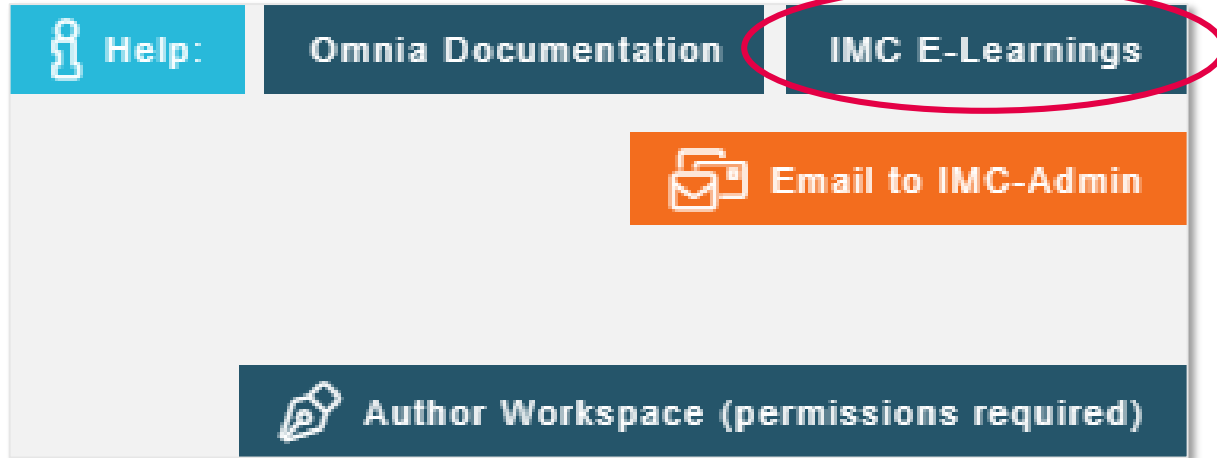
The screenshot shows the main interface of the Information Management Center. At the top left is a purple square logo with the letters 'IM'. To its right is the title 'Information Management Center'. In the top right corner, there are links for 'Not following' and 'Site access', and an 'Edit' button. Below the header, there is a sidebar on the left with menu items: '\* Controlled Documents \*', '\* Available DocNumbers \*', 'Help Files', and '\* FAQs \*'. The main content area is titled 'Controlled Documents' and features a red navigation bar with 'DRAFTS', 'TASKS', and 'PUBLISHED' tabs, along with 'RECYCLE BIN' and 'PERMISSION' buttons. Below this is a search bar and a table with columns: 'ADD', 'DELETE', 'PROPERTIES', 'Search...', 'Title', 'Speaking Name', 'Status', 'Appendices', 'Modified', 'Modified By', 'Template Document Id Number', 'Created By', 'Document Id', and 'Valid for department'.

The screenshot shows the 'IMC Training' interface. It has a purple square logo with 'IT' and the title 'IMC Training'. The top right corner includes 'Not following', 'Site access', and an 'Edit' button. The sidebar on the left contains 'Controlled Documents', 'Available Do. Numbers ...', 'Help Files - Productive \*', and '\* FAQs - Productive \*'. The main content area is titled 'Controlled documents - TRAINING' and has a red navigation bar with 'DRAFTS', 'TASKS', and 'PUBLISHED' tabs, plus 'RECYCLE BIN' and 'PERMISSION' buttons. It includes a search bar and a table with columns: 'ADD', 'DELETE', 'PROPERTIES', 'Search...', 'Title', 'Speaking Name', 'Status', 'Appendices', 'Modified', 'Modified By', 'Template Document Id Number', 'ID', and 'Created By'.

The screenshot shows the 'IMC Templates' interface. It features a dark grey square logo with 'IT' and the title 'IMC Templates'. The top right corner has 'Internal', 'Not following', 'Site access', and an 'Edit' button. The sidebar on the left lists 'Documents', 'Pages', and 'Controlled Templates'. The main content area is titled 'Controlled Templates' and has a red navigation bar with 'DRAFTS', 'TASKS', and 'PUBLISHED' tabs, along with 'RECYCLE BIN' and 'PERMISSION' buttons. It includes a search bar and a table with columns: 'Title', 'Document Id Number', 'Status', and 'Published'.

# IMC – Information MANagement Center

How to find help

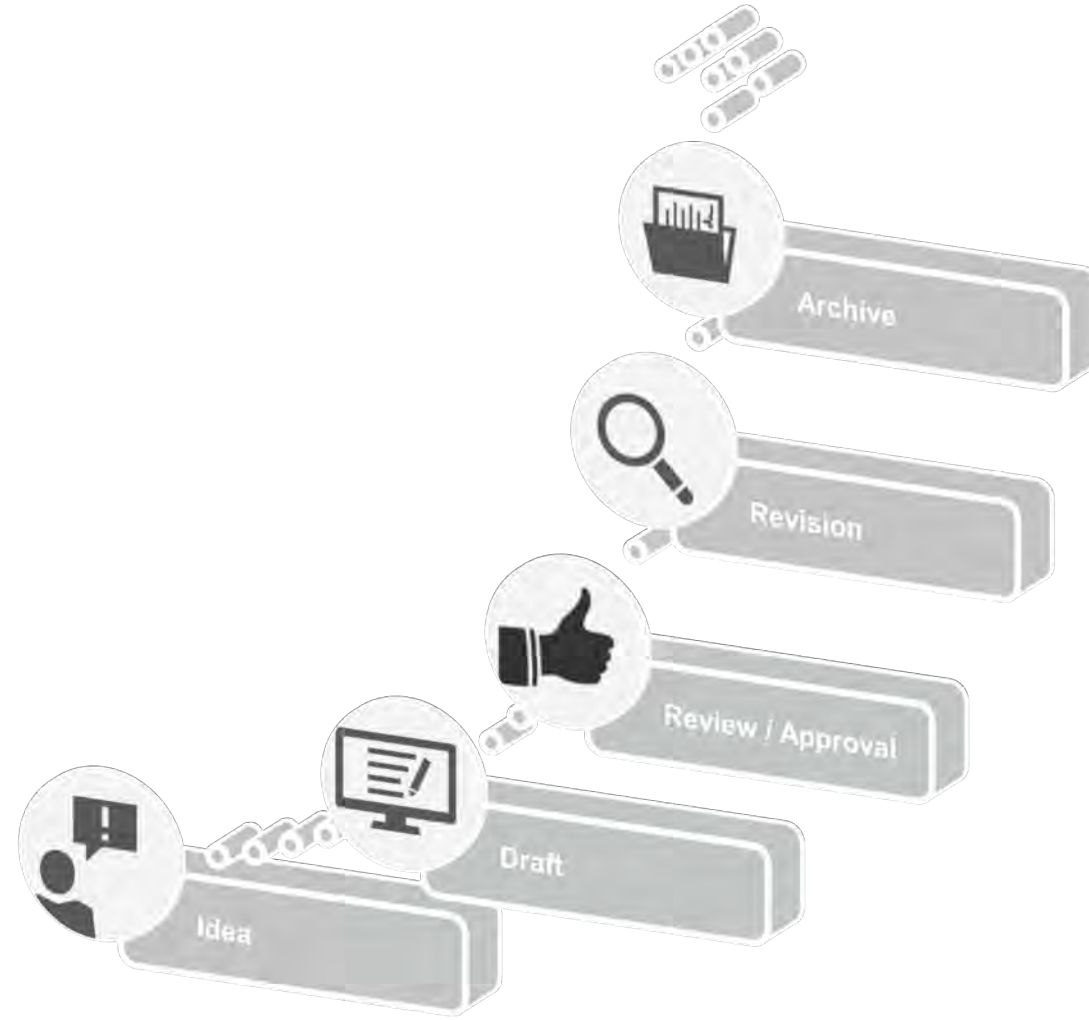


- ▶ IMC - How to - 00 - Intro to the Author Workspace.mp4
- ▶ IMC - How to - 01 - Create a new document.mp4
- ▶ IMC - How to - 01 - Update a document.mp4
- ▶ IMC - How to - 02 - Send for review.mp4
- ▶ IMC - How to - 03 - Send for approval.mp4
- ▶ IMC - How to - 04 - Send to archive.mp4
- ▶ IMC - Intro.mp4



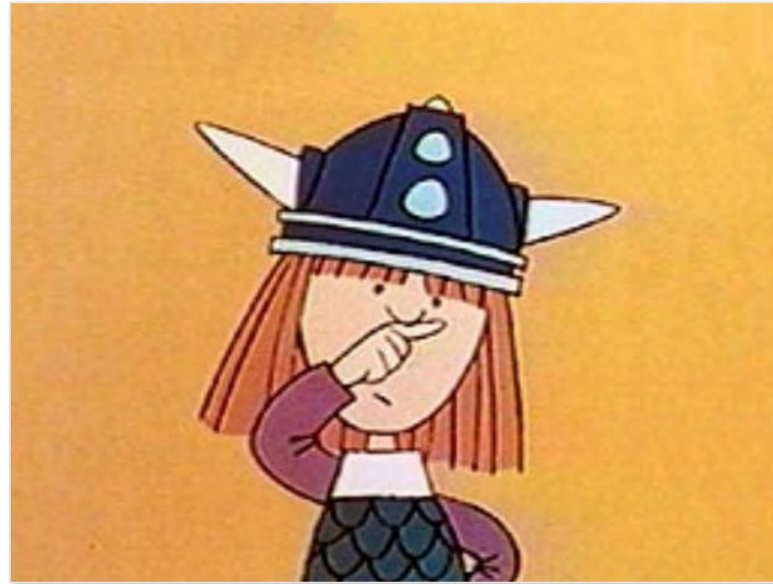
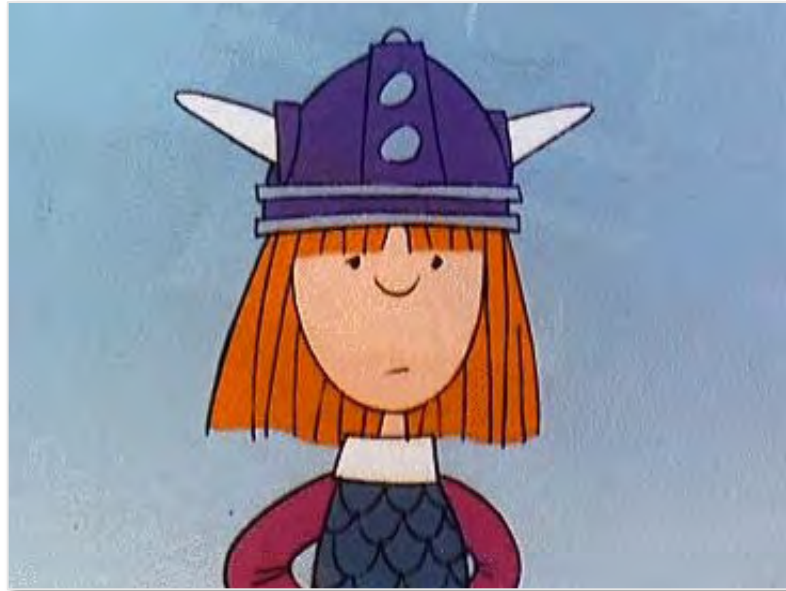
# IMC – Information Management Center

## Document Life Cycle



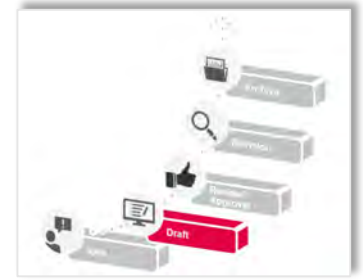
# IMC – Information MANagement Center

It all starts with an idea



# IMC – Information MANagement Center

## Defining the document



- Determination
- Form
- Instruction
- Management document
- Work Instruction
- Migration Type
- Role Characteristics
- Process Instruction
- BoardCharacteristics

Create New Document

Controlled Document

Select a type: English (United States)

SUGGESTED ALL

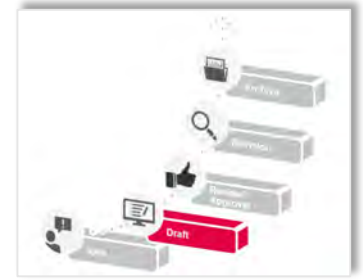
- Determination
- Form
- Instruction
- Management document
- Work Instruction
- Migration Type
- Role Characteristics
- Process Instruction
- BoardCharacteristics

SAVE CANCEL

- English (United States)
- Dansk (Danmark)
- Deutsch (Deutschland)
- Français (France)
- Čeština (Česko)
- Español (España)
- Svenska (Sverige)
- Türkçe (Türkiye)

# IMC – Information MANagement Center

## Defining the document



Select a type Deutsch (Deutschland)

Formular

Select a template

Search

- Formular Excel
- Formular quer
- Formular quer A3
- Formular hoch
- Formular hoch A3

Select a type Čeština (Česko)

Formular

Select a template

Search

- Formular\_Excel
- Formular nasirku
- Formular nasirku CZ\_EN
- Formular nasirku A3
- Formular nasirku A3 CZ\_EN
- Formular navysku
- Formular navysku CZ\_EN
- Formular navysku A3
- Formular navysku A3 CZ\_EN

Select a type English (United States)

Form

Select a template

Search

- Form Excel
- Form landscape
- Form landscape A3
- Form portrait
- Form portrait A3

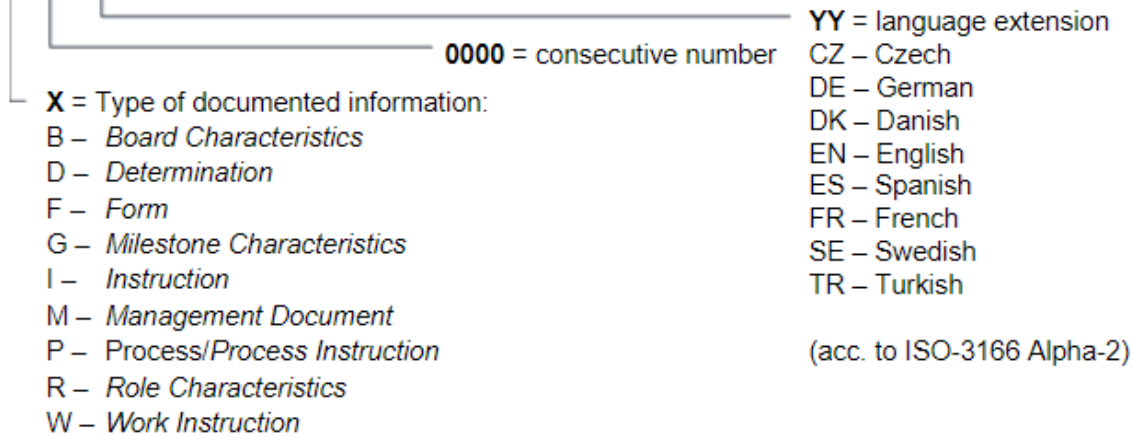
# IMC – Information MANagement Center

Title is according MAN specific numbering



## Numbering

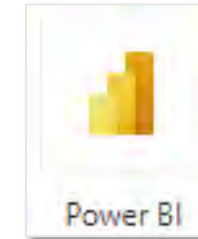
X0000YY



## Annexes:

Annex n to X0000YY – speaking name of annex

Figure 1: Numbering IMC



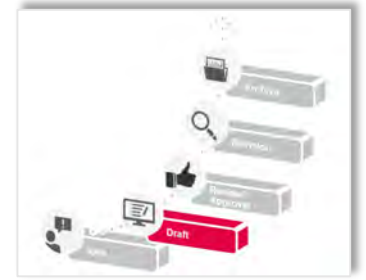
## Available document numbers per type:

(The update of the available document numbers is done hourly by the system - please double check the number on the IMC)

B (oard)	D (etermination)	F (orm)	I (nstruction)
B0031	D0001	F0502	I0263
B0032	D0013	F0506	I0264
B0033	D0014	F0507	I0265
B0034	D0015	F0508	I0266
B0035	D0016	F0509	I0267
B0036	D0017	F0510	I0268
B0037	D0018	F0511	I0269
B0038	D0019	F0512	I0271
M (anagementDoc)	P (rocess)	R (ole)	W (orkInstruction)
M0028	P0927	R0097	W0748
M0029	P0959	R0098	W0749
M0031	P1037	R0099	W0752
M0032	P1039	R0100	W0753
M0033	P1041	R0101	W0754
M0034	P1048	R0102	W0755
M0035	P1056	R0103	W0756
M0036	P1062	R0104	W0757

# IMC – Information Management Center

## Metadata



**Create New Document**

Controlled Document

Select a type: Deutsch (Deutschl...)

Title: \_\_\_\_\_

Show file name: \_\_\_\_\_

Speaking Name: \_\_\_\_\_

Changes: \_\_\_\_\_

Former number: \_\_\_\_\_

Master document

**Owner** (dropdown menu)

Owner department: \_\_\_\_\_

Confidentiality level: \_\_\_\_\_

**System**

- Energy
- Environment
- Health/Safety
- Information Security
- Product Safety

Link to process model: \_\_\_\_\_

**CREATE** **CANCEL**

Falk Imig  
falk.imig@man-es.com

# IMC – Information Management Center

## Filling Tokens with Metadata

<b>Work Instruction</b>	Valid from: <code>[[NAVValidFrom]]</code>	Owner:
<code>[[Title]]</code>	Valid for: <code>[[NAVValidForDepartment]]</code>	<code>[[NAVOwner]]</code>
Edition: <code>[[ODMEdition]]</code>	Review: <code>[[ODMReviewDate]]</code>	<code>[[NAVOwnerDepartment]]</code>
<b><code>[[NAVSpeakingName]]</code></b>		
		
<b>Creation/Modification</b>	<b>Reviewed</b>	<b>Approved</b>
<b>Department/Name</b>	<b>Department/Name</b>	<b>Department/Name</b>
<code>[Dept.]/[Jo Doe]</code>	<code>[Dept.]/[Josy Doe]</code>	<code>[Dept.]/[Joseph Doe]</code>
<b>Changes</b>		
<code>[[NAVChanges]]</code>		

W0026EN
PROPERTIES FEEDBACK READ RECEIPT STATUS
Title W0026EN
Issued by Doc-10905
Edition 2
Published 2023-11-02 15:23
Approved 2023-11-02 15:23
Approved by Falk Imig
Document Type Work Instruction
Speaking Name Omnia User Group Conference 2023
Changes n.a.
Form number n.a.

W0026EN
PROPERTIES FEEDBACK READ RECEIPT STATUS
Owner Falk Imig
Change department GQQ
Community role Public
Quality Quality
Valid for company MAN Energy Solutio...
Valid for org unit GF
Valid for location Augsburg
Valid for department GQQ
Valid from 2023-11-02
Link to process model

<b>Work Instruction</b>	Valid from: 2023-11-02	Owner:
W0026EN	Valid for: GQQ	Falk Imig
Edition: 2	Review: 2026-11-02	GQQ
<b>Omnia User Group Conference 2023</b>		
		
<b>Creation/Modification</b>	<b>Reviewed</b>	<b>Approved</b>
<b>Department/Name</b>	<b>Department/Name</b>	<b>Department/Name</b>
<code>[Dept.]/[Jo Doe]</code>	<code>[Dept.]/[Josy Doe]</code>	<code>[Dept.]/[Joseph Doe]</code>
<b>Changes</b>		
n.a.		

# IMC – Information MANagement Center

## Review



Controlled document

**DRAFTS** TASKS PUBLISH

ADD ▾ DELETE PROPERTIES

Title ▾

W0014

- Edit Draft
- Properties
- Appendices
- Send for Comments**
- Publish
- Workflow History
- Delete Draft

RECYCLE BIN PERMISSION

W0014

Reviewers:  
Falk Imig Norbert Liepert

Message:  
Please review the document

Due Date:  
2023-10-27

SEND CLOSE





# IMC – Information MANagement Center

## Review



Fr 27.10.2023 07:35

 no reply CU.Live  
Please review the document W0014

An  Falk Imig

Dear Falk Imig,

You have been assigned a task by Falk Imig that is due 2023-10-27

1. Open the document [W0014](#)
2. Review the contents of the document and (if possible) make any changes and comments inside the document.
3. Open the task [Review document: W0014](#).
4. Add a comment to the task and click Finish.

Falk Imig will be notified once the task is completed.

Falk Imig:  
"Please review the document"

DRAFTS TASKS PUBLISHED				RECYCLE BIN	PERMISSION
Assigned To Me					
Title	Assigned To	Due Date	Status		
Review document: W0014	Falk Imig	2023-10-27	Not Started		

DRAFTS TASKS PUBLISHED

RECYCLE BIN PERMISSION

 W0014

Open the document and review the contents. When you are done, please write a comment in the text field below and press Finish.  
The access to this workflow task will be available until the defined due date. When reviewing the document, please note that the placeholders in the document ("||") will be replaced automatically with the corresponding metadata during the final approval workflow.

Falk Imig 2023-10-26:  
"Please Review the document"

Comment:  
No changes needed

**FINISH** CANCEL

# IMC – Information MANagement Center

Publish



Controlled document

**DRAFTS** **TASKS**

ADD ▾ DELETE PR

Title ▾

W0014

Edit Draft

Properties

Appendices

Send for Comments

**Publish**

Workflow History

Delete Draft

**RECYCLE BIN** **PERMISSION**

Status	Appendices	Modified	Modified By
Draft		2023-10-27	Falk Imig

Template

Publish W0014

Approver: Falk Imig

Approval Start Date: 2023-10-27

Read Rights

Convert to pdf

Notify people

Norbert Liepert

Require Read Receipt

PREVIEW DOCUMENT

**SEND** **CANCEL**

# IMC – Information MANagement Center

Publish



DRAFTS	TASKS	PUBLISHED	RECYCLE BIN	PERMISSION
Assigned To Me ▾				
Title ▾	Assigned To ▾	Due Date ▾	Status ▾	
Approval of document: W0014	Falk Imig	2023-10-27	Not Started	

DRAFTS TASKS PUBLISHED RECYCLE BIN PERMISSION

W0014 ⓘ

Open the document and review the contents. When you are done, please write a comment in the text field below and select Approve or Reject  
The review was passed successfully. Please note, that the placeholders „[[NAVValidFrom]] and [[ODMReviewDate]]“ in the document will be replaced automatically by the corresponding metadata with the final approval

Falk Imig 2023-10-26

Comment  
It can be published

APPROVE REJECT CANCEL

Fr 27.10.2023 07:40

no reply CU.Live

The document W0014 has been approved for publishing

An Falk Imig

Dear Falk Imig,

The document W0014 has been approved for publishing by Falk Imig with the following comment:

"Document can be published"

# IMC – Information MANagement Center

Publish



**Document History - W0014**

Edition	Revision	Download	Appendices	Published
1		pdf1		2023-10-27 07:38

- Create Draft
- Related Documents
- Properties
- Copy Link
- Document History**
- Feedback
- Read Receipt Status
- Move Document
- Unpublish Document

**W0014 WORKFLOW**

- 2023-07-04 10:46: Send for Comments Workflow
- 2023-07-05 08:07: Send for Comments Workflow
- 2023-10-26 16:39: Send for Comments Workflow
- 2023-10-26 16:42: Publish Workflow
- 2023-10-27 07:34: Send for Comments Workflow
- 2023-10-27 07:38: Publish Workflow

**Initiator:** falk.imig@man-es.com  
**Approver:** falk.imig@man-es.com  
**Outcome:** Approved  
**Approval Due Date:** 2023-10-27

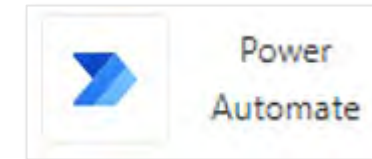
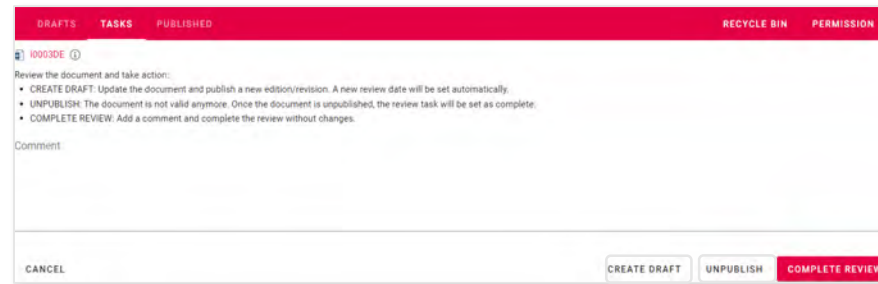
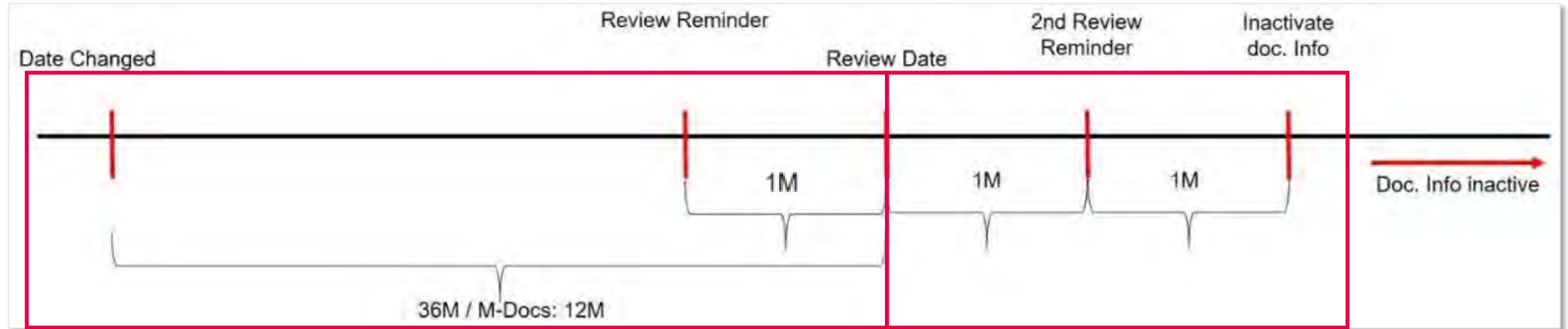
2023-10-27 07:40: Task completed by falk.imig@man-es.com  
**Comment:** Document can be published

**Workflow History**

CLOSE

# IMC – Information Management Center

## Revision Process



# IMC – Information MANagement Center

## Archive



**DRAFTS** **TASKS** **PUBLISHED**

Search...

Title	Status	Published	Edition	Review Date
W0026EN	Published	2023-11-02	2	2026-11-02

**RECYCLE BIN** **PERMISSION**

Document	Created	Created By
5	2023-11-02	Falk imig

Create Draft

Related Documents

Properties

Copy Link

**Unpublish document** ✕

Are you sure you want to unpublish this document and send it to the recycle bin?

**OK** CANCEL

Move Document

**Unpublish Document**

# IMC – Information MANagement Center

Archive



## IA IMC Archived Documents

W0026en

Name	Speaking Name	Edition	Modified ↓		Document Id	Published From	Published To	Modified By
W0026EN.docx		2	2023-11-09		Doc-10905	2023-11-02	2023-11-09	Falk Imig
W0026EN.docx		1	2023-11-02		Doc-10905	2023-11-02	2023-11-02	Falk Imig

# 6 Additional features IMS / IMC

Issues in preparation or planned by MAN ES

## Use of taxonomy pages

In order to provide information about mainly IMS topics the plan is to implement multilingual taxonomy pages to the system – here IMS methodology



### 5-Why-Method

is a Quality Method which determines the root cause by repeatedly asking "Why?"

Christian Hestehave vor einem Jahr  
Degn - Precio



### Fishbone diagram

is a method for problem analysis which helps in the determination and structured presentation of cause-effect relationships. The method is also known as Ishikawa- or Cause-and-Effect-diagram.

Christian Hestehave vor einem Jahr  
Degn - Precio



# 6 Additional features IMS / IMC

Issues that need to be implemented to the system by Omnia

## Our (Christmas) wish list for end users

### Push notification:

- Active information of users via subscription to specific documents / favorites / rollups / subpages – comp. to SharePoint alerts
- More details within information emails generated by the system (e.g. speaking name, changes,...)

### Overdue tasks:

- Reminder for overdue approval tasks
- Clear feedback to reviewers when review dates are overdue - handled by Omnia instead of SharePoint

# 6 Additional features IMS / IMC

Issues that need to be implemented to the system by Omnia

## Our (Christmas) wish list for admins and authors

### Stability of platform:

- Cut down of frequent errors such as
  - approval tasks not processed properly
  - saving properties leads frequently to deadlocks

### Author environment:

- Provision of user specific / personalized views (which author is working on which information)
- Representation of “tokens” already during the review workflow not only at approval

### Archive:

- Better structuring of the archive in order to receive an easy overview
- The possibility to “revive” information from archive again
- Approval workflow prior to archiving information (does everyone agree to archiving of information)

Thank you  
very much!