

## Office to Enterprise Product Data Management

DDM Office is an easy to use document and project data management solution enabling you to access, review and update all of your information. Out of the Box and scalable, DDM will grow in line with your business and changing requirements.

DDM Office can be used for non-design staff to access design information and view CAD parts and drawings which are saved in PDF format allowing information to flow freely between departments.

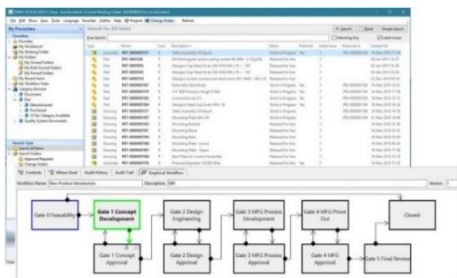


### Key Features

- Powerful search and retrieval facility to access the right documents quickly and easily
- Change management to automate and track the revision and issue of documents
- Business process management and visibility via graphical workflow mapping
- Full audit history recorded throughout the document or product lifecycle
- Scalable from small office to global multi site environments
- Secure configurable access control for all users
- Internet access via DDM Web Client
- Project Management Tool to create actions against folders or projects & add RACI & RAG attributes
- Integration to Third Party PDF document converters  
DDM will automatically create a PDF of the following Microsoft Office Documents - Excel®, Word®, PowerPoint®, Visio®, Publisher® - when saving/updating an office document.

Tested PDF Converters: [FolderMill](#) | [ActivePDF](#)

*\*\*PDF Converters must be purchased separately and installed on the server. MS office must also be installed on the server.*



*Improve your productivity, My Recent Items, Category browser, Favourites and Graphical Workflow all make your life easier.*

### Key Benefits

- Increase productivity and efficiency
- Avoid duplication of effort and information
- Guarantee you are working on the latest information
- Achieve full compliance with workflow and audit history
- Streamline your business by highlighting and reducing bottlenecks in your processes
- Immediate secure global access for your enterprise teams, customers and suppliers
- Full control over who can see what and when
- Easy to implement, stable, affordable and user friendly

### Licensing and System Requirements

Client minimum requirements

1GB hard disk space  
Windows 10, Windows 8 / 8.1 Enterprise  
Windows 7 Professional, Windows 7 Ultimate

Licensing

DDM Office is licensed on a single floating concurrent user basis.

Server minimum requirements

Windows Server 2012 R2 / Windows Server 2012/  
Windows Server 2016

500mb Disk Space + Space for vaulting files

For more information get in contact or visit our website.

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