

# Xspec® for all Manufacturing Corporations

## Xspec - not just for food specifications anymore!

In the business world today, when you here the words “specification management system” and “document management system” most likely you are thinking about two separate software programs. Many people believe a specification management program is for ingredients, formulas, and other requirements for food manufacturing companies. What most people don't realize is that a specification *is* a document. It's a document of requirements for an item or product - no matter what that product is. All manufacturing companies need to make sure their products are safe. Whether you manufacture light bulbs, cars, pharmaceuticals, or food products, you create a document of all the requirements that must be followed in order to product a high-quality product. You in fact, create specifications.



So, why do people think a specification management system and a document management system are two separate software programs? Most of the specification management systems available today have been tailored for the food industry. However, specification management systems have always offered many of the same features as document management systems - routing and approval options for auditing, supplier information, and strong security options. So why not create a specification management program that can be tailored to any type of manufacturing corporation?

### Introducing Xspec!

Unlike other specification management systems or document management systems, Xspec enables you to customize the software to fit your business needs. As a result, you have a software program that fulfills all your documentation requirements. You can create an audit trail with Xspec's routing and approval module, you can enter supplier and vendor information, and you can ensure all company information is secure. With Xspec's unique customization tools, companies are able to design a system that works for them. As a result, employees can easily learn how to enter information into Xspec, and Xspec will always be able to grow with a company.



Xspec features easy-to-access data sections. Xspec lists the different sections of a specification in a File Manager type list, as displayed in figure 1. To access a section, a user simply clicks on the name of the section. Your company can determine which sections are available in which specification types. However, some sections are available in all specification types including the Header screen, which is displayed in figure 1. This screen lists basic data about a specification, including the name of the document, who created it, and the date it was created.

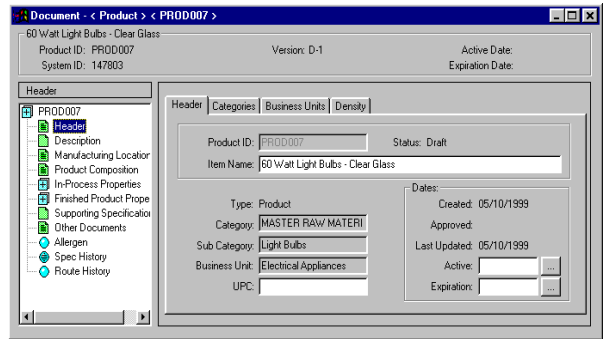


Figure 1

You can change the names to many screen labels in the Xspec program with the Label Definitions screen (figure 2), available in the Xspec customization tool, Dataflex Configurator. Window labels include names of fields and screens. Just type in your change in the Desired Definition field. When you change a window label, every instance of the name is changed throughout Xspec and the Dataflex Configurator.

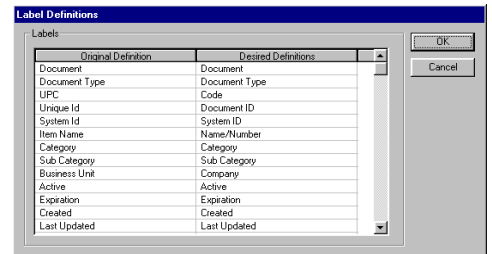


Figure 2

You use the Section Hierarchy screen (figure 3) to design the structure for specifications. You determine which sections will be available in each specification type, and the order of

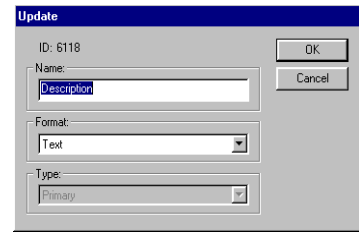


Figure 4

the sections. You can also name the specifications and sections to suit your business practices, as shown in figure 4. Xspec contains numerous section types for you to

choose from.

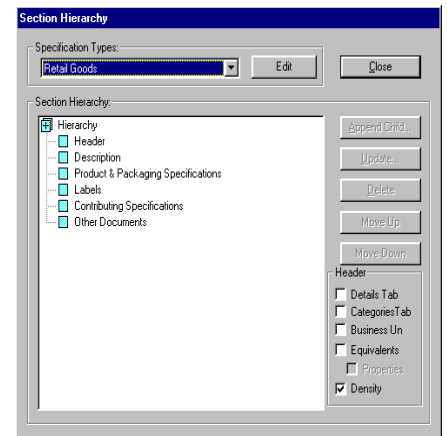


Figure 3

If there is a specification section screen not currently available in Xspec, you can create it yourself. If the screen is simple - contains only one tab with a few fields - we do recommend that you create the section using the Section Format Builder screen (figure 5). You decide what types of fields will be available in each new section. You not only decide the type of field but you name each field and set character limits. You can build many section screens to suit your company's needs.

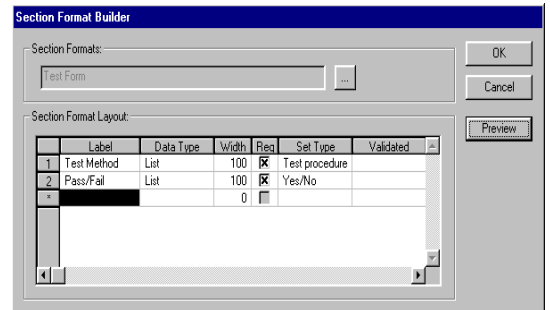


Figure 5

The Translation screen (figure 6) contains all the selection lists, field names, and window labels available in Xspec. This easy-to-use-screen enables you to choose the language you want to translate data to and the data you want to translate. The system then lists the original data in the current language, and you enter the translation in the Translated field. As a result, you can use the same specifications in a multi-lingual corporation.

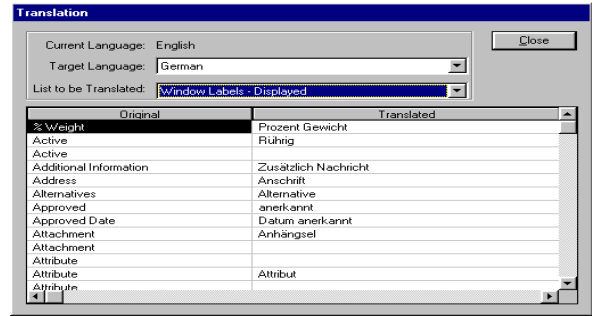


Figure 6

You secure company documents by document and section types in Xspec. You control which groups have access to different types of documents, different sections, and different status levels. Some types of documents, sections, and status levels are not appropriate for all departments. You maintain document type and section security to reflect each department's job requirements. You maintain section security with the Document Security-Section screen (figure 7). Just click on the specification or section name and click on the security access options for each department.

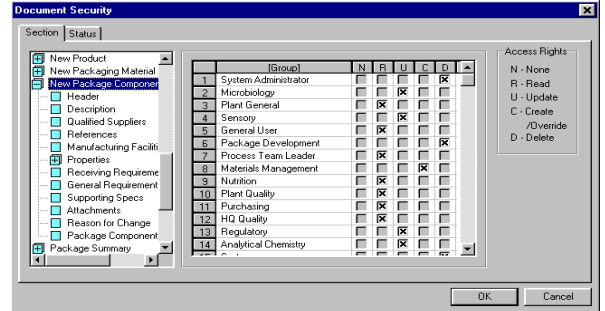


Figure 7

Once you are finished with your specification system design and security, your employees can create the specifications. Xspec features unique sections which enable you to enter the ID of another document. These sections enable you to build products. For example, a light bulb manufacturer would create specifications for each item needed to create light bulbs. Many of the items are used in all types of light bulbs, whereas other items may be used only with a specific shape or wattage of a light bulb. To create a 60-watt light bulb, the light bulb manufacturer can use the Component section (figure 8) to list all the items needed to create the light bulb. The user enters the document number for the 60-watt glass specification, the carbon filament specification, the 60-watt base specification, and the plaster specification.

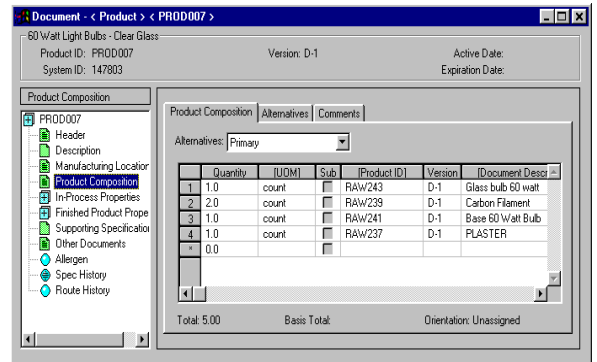


Figure 8

You not only enter specifications for your products, but also for your packaging components. The Package Summary section (figure 9) enables you to piece together all the components that form each part of a package. As a result, you can enter what is needed for the primary package and what is needed for shipping the package. For example, the primary packaging component specifications for a 60-watt light bulb are a light corrugated box and a slip cover.

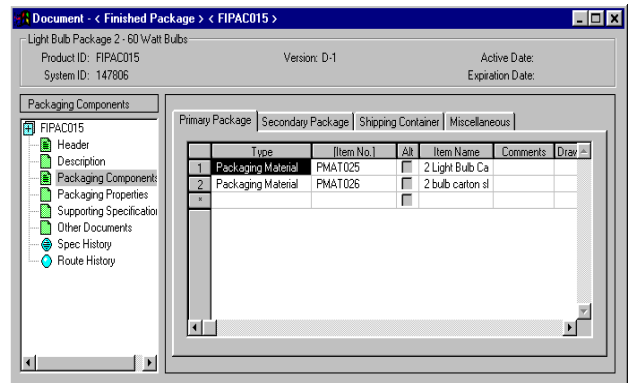


Figure 9

Xspec also enables you to set standards for your products and packaging materials. The Packaging Component section (figure 10) enables you to list the requirements for each packaging item needed for your product. For example, figure 10 displays the amount of weight an inner carton for a light bulb product should be able to tolerate. You can also list the test procedures that ensure the packaging item fulfills the requirements.

Xspec also features a Text section (figure 11) which enables you to enter information about a specification in text form. You can use this section to describe a product or process. You can even copy and paste information from a word processor program. This section has many text formatting capabilities and a spell checker. You can also add boiler plates to a Text section. Boiler plates are used for default information. Boiler plates are documents that enable a company to enter default data to be used in several specification once. Also, boiler plates are based on categories. For example, the electrical equipment boiler plate will be available for all specifications that are categorized under electrical equipment - no matter if the document is a raw material specification or a retail goods specification.

Xspec also enables you to easily find out where an item is used throughout your system. This features works great when you want to know the implications of changing a document. For example, a light bulb manufacturer may need to know which retail goods include a 60-watt glass bulb. The employee would open the 60-watt glass bulb item and choose *Where Used* from the File menu. The system then displays the Where Used screen (figure 12) which lists all the products that use the glass bulb specification. Another screen called the Global Replace screen is very similar to the Where Used screen. If you have two versions of a specification you can update your entire system with the latest version of a document. You can choose to update all documents, some of the documents, or none of the documents. When you do update a document, you can decide if the document needs to be re-routed because of the change or not.

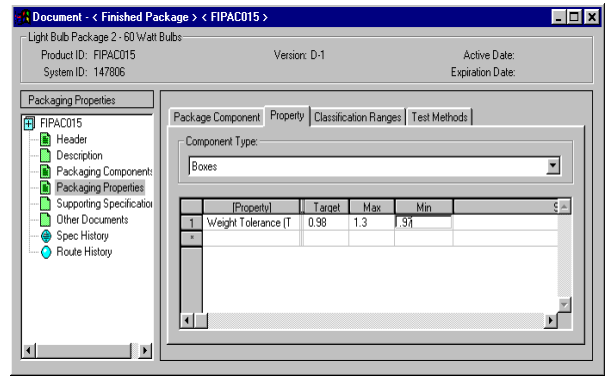


Figure 10

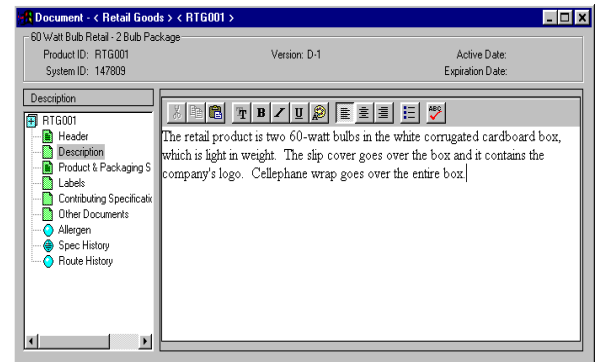


Figure 11

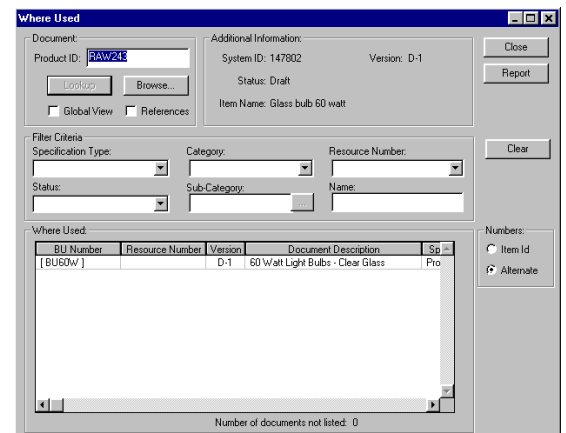


Figure 12

records the information in the Spec History section (figure 13).

The Spec History section is system generated and lists the actions and the date the specification changed.

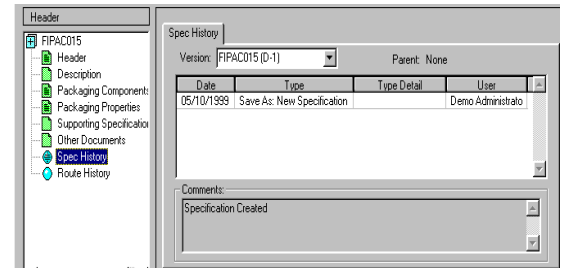
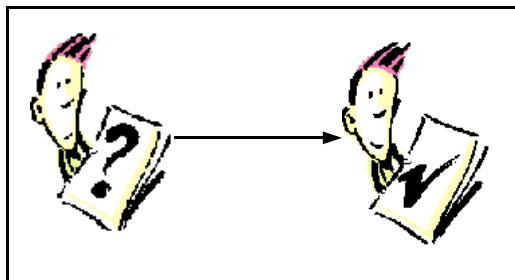


Figure 13

Xspec enables your company to send specifications to users who check the accuracy of the information. All new specifications start out at the *Under Development* status. Once a document has been thoroughly reviewed,

your company can assign a higher status level to the document. Once the document is ready to be reviewed, you use the Xspec



Routing and Approval module. This module sends the specification to a list of users or groups for their approval.

You create the routing slips for each specification type. Routing slips (figure 14) contain the list of approval groups or users who review documents. Your company has the option of enabling all users to create routing slips, or only system administrators. You can determine if the routing will be a broadcast routing (all reviewers receive the document at once) or a sequential routing viewer 1 receives the document before Reviewer 2).

When you are ready to route your specification, choose *Actions/Route Document* from the Xspec menu bar. The system displays the Routing Slip screen (figure 14) and chooses a routing slip. Once you click on the *OK* button, the system displays the Reason for Route screen. Enter the reason why you are routing the document and click on the *OK* button. The system sends the document to the list of users.

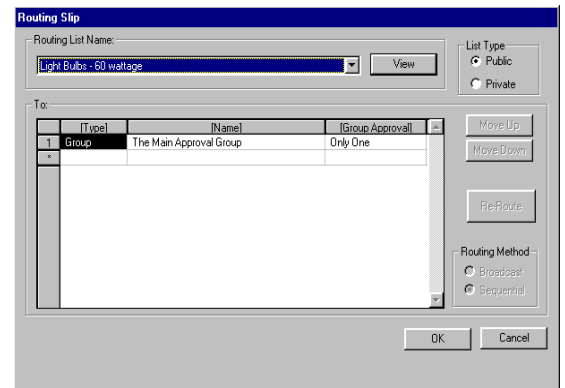


Figure 14

Whenever a document has been routed to you, Xspec sends you a message as soon as you log on to the system. Once you review the document, choose *Utilities/Routing and Approval/Approve/Reject*.

The system displays the Approve Document screen (figure 15). Choose whether you are approving or disapproving the document, and enter why you are doing so. The system records your comments with the history of the document.

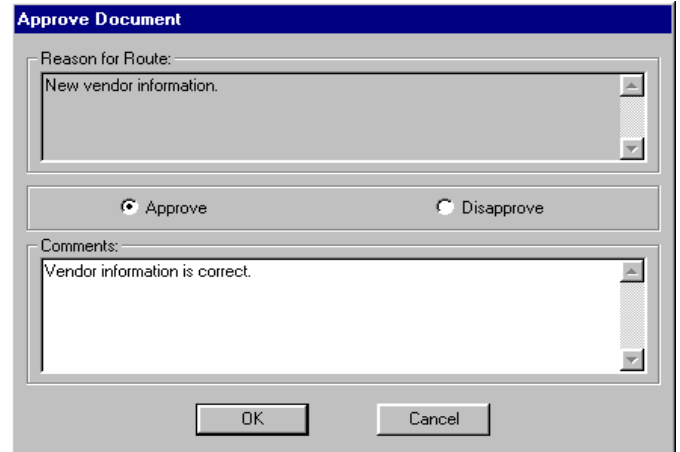


Figure 15

## How Do I Get More Information?

If you would like more information on Xspec version 4.0, please contact your IMAS sales representative at 800-977-3248.



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