



docuMOP

Serving YOU from the cloud

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The Convergence of
Documentation
and
Methods of Procedure (MOPs)



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Development Credentials

30 years supporting IT Industry via design,
equipment supply, servicing and
troubleshooting IT Infrastructure



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The Need

Quality Systems exist but user familiarity is lacking and timely information retrieval becomes of great importance in times of trouble. Where do you look? Who is most familiar?



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Responding Quickly

Where do you look?

How fast must I react?

What will be affected?

Who is familiar? Where are they?

How fast must I react?



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docuMOP is the Solution

Library Vault Housing Manuals,
Resource Contacts In House & Out,
Process Diagrams, MOPs, Checklists, Service
Records, Safety Procedures, Asset
Information and Locations



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docuMOP Modules

docuMOP is a modular design allowing expansion of data whenever one wishes, without cost.



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Module Types

Base Module

+Resources Module

+ Process Diagrams Module

+Methods of Procedure Module

+Checklists Module

+ Service Records Module

+ Lockout Tagout Module

+Field Assets Module



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Basic Module

The Basic Module houses a library vault containing manuals for equipment you have.

Our Life Safety Module is included with all modules to assist in times of urgent need. Its cloud basis allows retrieval to assist even when one is away.

The logo for docuMOP is displayed inside a white, stylized cloud with a blue outline. The word "docu" is in a blue, lowercase, sans-serif font, and "MOP" is in a brown, uppercase, sans-serif font. There are several other white clouds of various sizes scattered across the light blue background.

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+Resources Module

Provides in house listing of personnel and their contact information. Key personnel are accessible via all main docuMOP pages.

Resources also provides a similar listing of outside resources such as contractors, consultants, key suppliers and service groups.



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+Process Diagrams Module

Provides documentation of “systems” such as electrical riser diagrams, hvac zoning, circuit breaker identification. Process diagrams provide a quick method to understand an entire system or subsystem to allow prompt inspection of systems affecting or affected by a given situation.



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+MOPs Module

MOPs, Methods of Procedure, provide how to perform a routine or pre-planned emergency response. MOPs may be for in house personnel to follow or outsiders. They assure a planned, consistent process is followed to safely and properly perform a task, whether routine or emergency.



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+Checklists Module

Checklists provide for consistency in a task. They prevent time waste. Checklists may be a daily or weekly walk through inspection or any type of need. They are less specific than a MOP.

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+Service Records Module

When equipment is worked on a record is normally created. Be it an inspection or repair report, a startup form or invoice with details, they often disappear leaving individual memories as the record. With this module records are maintained, and always available to all and available from offsite.



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+Lockout / Tagout Module

OSHA calls for servicing of equipment that could accidentally become energized during service to follow lockout / tagout procedures.

Many organizations have lockout / tagout procedures. This module allows easy consistent access to these procedures.

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+Field Assets Module

Provides a listing of key assets. Possibly door and equipment keys, who has them and where. Or listing of vehicles, their VIN, tag, color etc to provide law enforcement in case of an accident or theft. Any type of asset the docuMOP client sees as important may be listed here.



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But Why docuMOP?

The modules basically store and provide access to information any organization should have. True. However 30+ years of experience have shown this collection does not exist in most organization or homes! Should it? Yes! docuMOP is a low cost method to actually do this.



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Who is docuMOP for?

Information Technology (IT), Industry,
Hospitals, Colocation, Laboratory,
Government, Financial, Branch Offices,
Residences, Home Builders, Churches,
Contractors

Virtually Any Organization!



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What does it Cost?

We have altered the structure to now be a web service offering at an incredibly low quarterly charge of \$50. You can't go wrong giving it a try. Value is easily in the \$1,000s.



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How does it work?

The process is completion of electronic forms to assist client's in gathering the information we'll host. Where it exists we publish it.

Where we have manuals and MOPs already that apply, we link them. Where info needs to be developed the client, docuMOP or others create it.



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Creating Documentation

The docuMOP process will likely find gaps in documentation and procedures within an organization meaning documentation needs to be created. Creating or gathering this may be done by the client or by docuMOP or the client or docuMOP's authorized agent. In these cases additional charges may occur.



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Cloud Storage Benefits

Hosting your docuMOP in the cloud allows retrieval anywhere. Use a smartphone or computer to access your docuMOP. In times that you don't have access to your building, such as a fire, you'll still have access to your information, and it is password protected allowing it to be kept private.



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Summary

docuMOP is the low cost documentation tool to allow remote retrieval of information key to your home or facility. It is accessible peace of mind and an excellent training module for personnel. Pricing is low so that doing this with docuMOP and our expertise is lower cost than creating this yourself.



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Thank You

Visit www.docuMOP.com today for more information, pricing and ordering.