



insights for the life of your business™

## MAS 500

### WEB-BASED REPORTING

All Engineering Change Management (ECM) reports can be generated and viewed through Microsoft Internet Explorer with our Web Reports module, at the same high level of security as with the module's standard output.

### REPORTING FEATURES

- Maintain custom form layouts for printed forms used throughout all MAS 500 modules.
- Tailor forms to your organization's design requirements.
- Export all report data to an external file. Data types supported include ASCII text, delimited, Excel, Lotus 1-2-3, HTML, RTF, or Microsoft Word.
- Output any report to the screen, a printer or a variety of file formats.
- Create customized, presentation-quality reports through Crystal Reports software.

### REPORTS

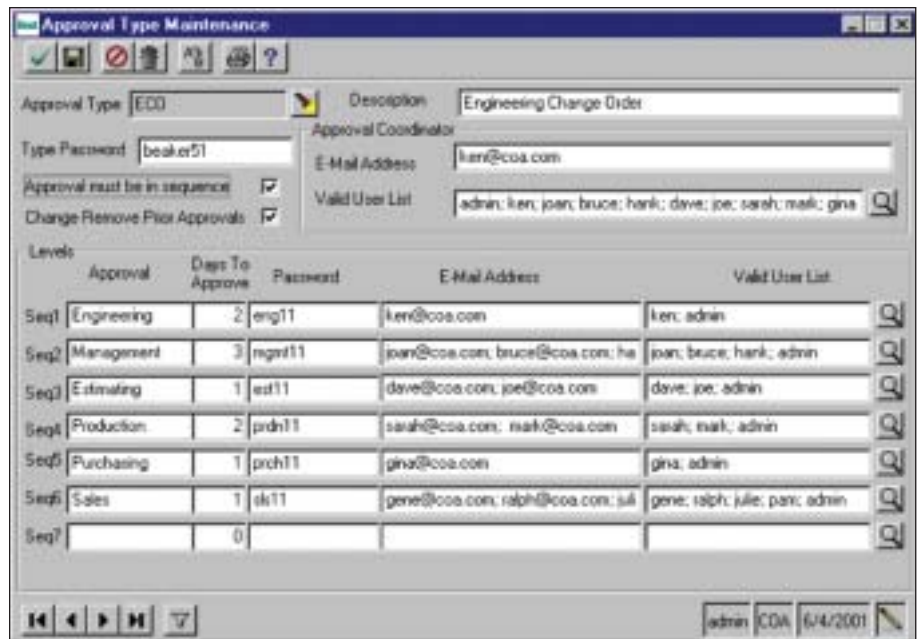
- ECM Approvals (e-mail-based alert)
- Past Due ECM Approvals
- Approval Type Listing

### MAS 500 SOLUTIONS

- CRM and E-business
- Financials and Project Accounting
- Distribution and Manufacturing
- Human Resources and Payroll
- Customization



## ENGINEERING CHANGE MANAGEMENT



### Improve Engineering Management Through E-mail Notifications and Standardized Approval Processes

Quality control is one of the most important business concerns for manufacturers. Best Software can help you control production costs by producing quality parts for your most demanding customers.

Labor operations and material items are constantly changing as new items are developed and manufacturing processes are streamlined using newer equipment. Consequently, it is more important than ever before to standardize your engineering change management process.

MAS 500 integrates Engineering Change Management (ECM) with e-mail notifications providing instant visibility and standardized approval methods for routing and bill of material changes.

Any change made to an ECM-controlled routing and bill of material is routed via e-mail to members of an approval group. Each member has a specified amount of time to approve any engineering changes.

Engineering Change Management can also be used to track effective dates and retirement dates for each routing and bill of material.

Engineering Change Management is crucial to quality control and is a requirement for ISO and QS certification



# MAS 500 Engineering Change Management

*“We’ve trimmed 10 percent off of manufacturing costs. We’re saving another 20 percent in administrative labor.”*

*David Tompkins, Manager of IS  
SpecPrint, Inc.*

## FEATURES:

### Routing/Bill of Material Control

ECMs are linked to a unique routing and bill of material.

- Control changes made to labor operations, move times, queue times, setup hours, or other labor-related data for each routing.
- Manage changes made to new raw materials or substituted component items.
- Create new ECMs when multimedia files are updated. ECMs may include new machine setup videos or material handling instructions.
- Use ECMs to track changes made to engineering drawings. You can also create hyperlinks to show relationships between current and previous drawings using the built-in CAD viewer.

### Multiple Approval Sequences

An ECM may include multiple approval sequences.

- ECMs may contain up to seven different approval levels.
- Members of each sequence may check an approval box online providing updated access to ECM status.
- Notes can be entered for each approval sequence.

### E-mail Integration

ECMs may be automatically e-mailed to members of each approval sequence.

- E-mail notifications can be used with any MAPI-compatible e-mail system such as Microsoft Exchange.
- E-mail messages are sent to every member of up to seven different sequence groups.
- If the approvals must be made in order, then the e-mail notifications are sent to members of the next sequence group after the previous group has approved the ECM.
- Multiple e-mail addresses may be entered for each sequence level.

### Effective/Retirement Dating

ECMs may have both effective and retirement dates.

- Each ECM may contain an effective date. This is the date that the new routing/bill of material version will take effect and the old version will become inactive.
- You can specify a retirement date for ECMs as well. For example, you may want to set a retirement date for a routing/bill of material if you know that you will be using a substitute part only for a specified time period.

### Quality Control

Most quality control programs require engineering change management.

- ECMs help manufacturers meet stringent quality control standards set forth in ISO/QS certification programs.
- Best Software's ECM system improves the production process by closely monitoring changes made to production standards and costs.
- Reduce the quantity of items that are scrapped or the number of times that orders are returned because the finished goods contained outdated or defective component items.

### Engineering Audits

Track changes to and from previous versions of engineered parts.

- ECMs provide an audit trail to trace a product backward or forward through its engineering life cycle.
- Compare routings and bills of material to older or newer versions.
- Trace backward or forward from the current version to the original part estimate.