



Doc Connect for Arena

Document Management within Word

OVERVIEW

As organizations strive for higher quality and faster speeds, document management must not be a bottleneck to innovation. Arena and eBOM have partnered to offer an elegant solution for companies that want to simplify document management for teams using Microsoft Word®.

Microsoft Word is the most common authoring tool for product and quality documentation, including specifications, standard operating procedures, and test requirements. Now, there's an efficient connection between Word and Arena so document authors and editors can easily have documentation reviewed and released in Arena—while staying in Word. The result is easier document management.

HOW IT WORKS

Doc Connect for Arena enables your team members to get and add files in Arena, without leaving Microsoft Word. This add-in enables better and easier document control with little training. With this integration, your team can:

- Log into Arena from Doc Connect with secure Arena credentials
- Create an Arena File object and attach a new Word document
- Find an existing Word document in Arena by name, title, or category
- Create a new edition of a document managed in Arena
- Use Word templates or forms stored and approved in Arena
- Generate PDF files of the Word document automatically or optionally
- Create an Arena Item associated to the File item for document approval and lifecycle management

BENEFITS

- ✓ **Consistent Product and Quality Documentation**
 - Ensure use of the latest Word templates that are revision controlled in Arena
 - Create and associate Word files with Arena documents
- ✓ **Improved Document Management Processes**
 - Connect with Arena's document management capabilities for formal review and release
 - Enable full product team access to the Word documents and current release status
- ✓ **Increased Productivity**
 - Improve team efficiency with easy, fast transitions between Word and Arena
 - Reduce training with a familiar interface within Word



CAPABILITIES

Doc Connect for Arena runs from the task pane in Word and provides users a convenient way to work with Arena-controlled documentation.

Find Existing Documents and Templates in Arena

While in Word, use your Arena credentials to search using the file name, title, or category. Then, launch the Arena-controlled file in Word.

Add a Word Document to Arena

When a file is ready for review and document management, add it to an existing Arena Document or create a new Arena Document from Word.

Configure PDF Generation

Automatically create a read-only PDF file from the Word file and add it to Arena with the Word file (if configured by the Arena system administrator).

GETTING STARTED

Doc Connect for Arena is an add-in found in the Microsoft Office Store®. After following the simple directions to add it to your environment, you will see it in your Word task pane. Doc Connect requires a Microsoft Word version that supports add-ins.

ABOUT ARENA SOLUTIONS

Arena Solutions helps innovative electronic high tech and medical device companies create products that change the world. Arena unifies product lifecycle (PLM) and quality management (QMS) processes, allowing every participant throughout the product realization process from design to manufacturing to work together. With Arena, teams accelerate product development and delivery to increase profits. For more information, visit ArenaSolutions.com.

ABOUT eBOM

eBOM serves companies that change the world with innovative products. Developing complex hi-tech products, consumer electronics, and medical devices in a global environment is increasingly difficult. eBOM helps clients introduce new products faster, with higher quality and less hassle. By leveraging ready-to-deploy cloud solutions with standardized practices, we move customers to a collaborative mode of working. The result is streamlined information flow across the company and connected supply chain. For more information, visit ebom.se.