Xerox® Workflow Automation Solution for Engineering Change Management

Changing or updating a product can be a complex, involved process hindered by inefficient manual and paper-based steps. The Xerox® Workflow Automation Solution for Engineering Change Management can help by simplifying change requests through a turnkey process that automates file management while providing version control to minimize errors from initial review to implementation.

Improve collaboration while ensuring visibility.

Part of the goal of the change management process is to ensure that all stakeholders are working with the correct versions of files while verifying all changes have been made and approvals received. With the Xerox® Workflow Automation Solution for Engineering Change Management, CAD users can retrieve engineering files and electronic request forms from a central repository throughout the change request lifecycle. Not only does this provide access to the drawings and information engineers need with clear trackable history, but it streamlines communication with quality test groups, production, product managers and more.

Xerox® Workflow Automation Solution for Engineering Change Management helps you to:

- Automate and accelerate traditionally manual business processes by removing the reliance on paper
- Increase visibility to ensure all stakeholders are working with correct versions of files and drawings
- Integrate systems, including CAD, MES and PLM, to improve collaboration and communication
- Identify human errors by creating a record for any changes
- Lower processing costs by minimizing the need for additional CAD licenses
- Ensure specifications for new components are communicated in a timely manner
- Verify that products meet your requirements based on change specifications

Streamline and improve visibility into your entire change management process.
Automate processes and increase your control.

Capture and securely store change-related documents.

Xerox® Workflow Automation Solution for Engineering Change Management provides a powerful range of capture options. Whether received via email, fax or traditional mail, every document associated with a given change is automatically scanned, forwarded and stored in a central repository based on your organization’s business rules and requirements.

Access and approve CAD drawings directly.

Approving engineering changes in a timely manner enables organizations to implement changes in production quickly and smoothly. Our solution provides secure access to the engineering change documents you deem relevant, including the ability to view CAD drawings directly from the solution’s integrated CAD Viewer which enables users to mark up compound CAD files produced by a variety of CAD applications.

Improve communication through an automated process.

Ensuring that appropriate review and approval is received for every change is key to improving collaboration and communication with all stakeholders. Our solution provides a process that routes engineering change request forms for approval to personnel based on their approval levels. What’s more, information regarding changes to specifications/products can be automatically communicated to all constituent departments, such as quality testing, production and marketing, to ensure that everyone stays up-to-date on the progress of the project.

Fully integrate from start to finish.

Our solution provides direct access to all collected engineering documents, including specifications, CAD drawings and other information. Once a drawing is approved, the system of record can be updated through a web service or direct integration with an ERP system application to reflect the change. Xerox® Workflow Automation Solution for Engineering Change Management is easy for IT to deploy and support, delivering streamlined process automation and easy exchange of data.

Measure for ongoing success.

We’re dedicated to delivering the benefits you want and improving your change management process on an ongoing basis. To that end, the Xerox® Workflow Automation Solution for Engineering Change Management provides you with the ability to measure and improve the effectiveness of your processes through a wide range of reports and metrics for you to see where improvements have occurred and where opportunities for further efficiencies lie.

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**Engineering Change Management Process Flow**

<table>
<thead>
<tr>
<th><strong>Identify Change Required</strong></th>
<th><strong>Create and Evaluate Engineering Change Request (ECR)</strong></th>
<th><strong>Promote ECR to Engineer Change Order (ECO)</strong></th>
<th><strong>Design and Review ECO</strong></th>
<th><strong>Implement Change</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide reason for change and specs</td>
<td>Review proposed change; obtain approvals; request changes/clarifications</td>
<td>Assign to engineer; set priority and release date</td>
<td>Verify specs; approve work</td>
<td>Verify all materials are completed and released</td>
</tr>
</tbody>
</table>

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