

Title: Using SkyDocs System by External Partners	Document #: SQ03-0268	Revision: 1
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REVISION HISTORY			
Rev	Description of Change	Author	Approval Submit Date
1	Initial Release	Bonnie Mizuma	April 7, 2008

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1.0 Purpose

The purpose of this document is to explain Skyworks external documentation system (SkyDocs) to our partners.

2.0 Scope

This work instruction applies to Skyworks partners that have a SkyDocs account

3.0 Process Objective(s)

Ensure that Skyworks's requirements are:

- Known by our partners.
- Accessible to be reviewed in real time.
- Well communicated by improving our partners documentation access

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4.0 Internal Applicable / External Reference Documents

INTERNAL APPLICABLE DOCUMENTS	
Document Number	Document Title
SQ01-0001	Skyworks Quality Manual
SQ02-0020	Skyworks Supplier Quality Manual
EXTERNAL REFERENCE DOCUMENTS	
Document Number	Document Title
None	None

5.0 Acronyms/ Terminology and Description / Definition

Acronyms / Terminology	Description / Definition
Partner	SubCon or Supplier that provides critical product or services to Skyworks.
SkyDocs	Web-based enterprise-wide software portal used to share documents internally and externally.
Subscription	SkyDocs function that allows to send automatic e-mail notifications to partners

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6.0 Procedure

6.1 PROCEDURE

6.1.1 Accessing SkyDocs

6.1.2 Subscription from SkyDocs

6.1.1 Accessing SkyDocs

SkyDocs is a Web-based enterprise-wide software portal used by Skyworks to share documents internally and externally.

SkyDocs can be accessed by using the following link:

<http://irvapps2.skyworksinc.com/skydocs/skydocs.nsf>.

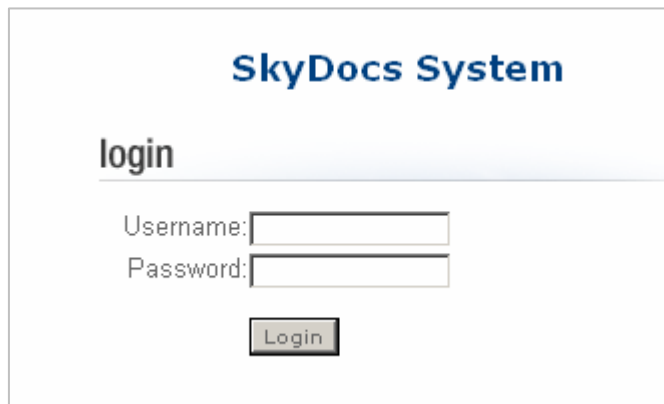
Note: System Requirements Please ensure you are using **Internet Explorer 5.5** or greater. Netscape, Mozilla, Firefox are not supported.

The following paragraphs will describe the steps necessary to access documentation in SkyDocs.

Step 1:

- Access to the link above to login.
- Please enter your Username and Password.

Note: If you don't see the login screen appear, please make sure your window is expanded and scroll all the way down.



SkyDocs System

login

Username:

Password:

Step 2:

- Once you are logged into the SkyDocs system, you will be able to view the folder called: "Supplier Distribution Area", click on it as the image below.



Step 3:

- Identify the name of your company and click on the applicable folder.



Step 4:

- Access to the document that you will like to review.

The screenshot shows the SkyDocs interface. On the left, there are navigation links like 'SkyDocs Links', 'Home', 'Advanced Search', and 'Document Folders'. Below that is a 'QUICK LINKS' section with dropdown menus for 'Skyworks Products', 'Block Diagrams', and 'Technical Library'. A search bar is also present. The main area shows a folder named 'Partner's Name' with a location path 'home > Supplier Distribution Area >'. A table lists documents with columns for Type, Title, Owner, Last Edited, and Size. The document 'WB-MS0223 Rev 1' is highlighted with a red box, and a red arrow points to it from below.

Type	Title	Owner	Last Edited	Size
	WB-MS0132 Rev 4		03/28/2008 01:26:31 PM	120K
	WB-MS0162 Rev 3		03/28/2008 01:26:31 PM	119K
	WB-MS0164 Rev 3		03/28/2008 01:26:31 PM	119K
	WB-MS0223 Rev 1		03/28/2008 01:26:31 PM	119K

6.1.2 Subscription from SkyDocs

Every time a file is added to your company's profile, an automatic e-mail will be sent to the contact person, as the example below.

It is our partner's responsibility to review, distribute and implement Skyworks requirements in their process.

Skyworks Document Management	04/02/2008	11:21 AM	2,259	Action performed on Object(s) in Skyworks's SkyDocs System
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The screenshot shows an email notification from the Skyworks Document Management System. The sender is Gautam Jha, dated 04/01/2008 09:47 AM. The subject is 'Action performed on Object(s) in Skyworks's SkyDocs System'. The email body contains a title '*EN259M1-12LF-1 Rev 1' and a link to open the file. The link is highlighted with a red box, and a red arrow points to it from below. The email also includes a signature block with 'Regards, Skyworks's SkyDocs System' and a note that it is an auto-generated mail.

Skyworks Document Management System
Sent by: Gautam Jha
04/01/2008 09:47 AM

To: [Redacted]
cc: [Redacted]
Subject: Action performed on Object(s) in Skyworks's SkyDocs System

Title: *EN259M1-12LF-1 Rev 1 : Something added By [Redacted] at: 04/01/2008 06:28:49 AM
Click on this URL to Open the File=>
[http://Skyapps02/SkyDocs/SkyDocs.nsf/0/7207B6D4FE89D72C8825741E004A1F5E/\\$File/EN259M1-12LF-1%20Rev%201.pdf?OpenElement](http://Skyapps02/SkyDocs/SkyDocs.nsf/0/7207B6D4FE89D72C8825741E004A1F5E/$File/EN259M1-12LF-1%20Rev%201.pdf?OpenElement)

External Link => [http://irvapps2.skyworksinc.com/SkyDocs/SkyDocs.nsf/0/7207B6D4FE89D72C8825741E004A1F5E/\\$File/EN259M1-12LF-1%20Rev%201.pdf?OpenElement](http://irvapps2.skyworksinc.com/SkyDocs/SkyDocs.nsf/0/7207B6D4FE89D72C8825741E004A1F5E/$File/EN259M1-12LF-1%20Rev%201.pdf?OpenElement)

Click here to open the document

Regards
Skyworks's SkyDocs System
(This is an Auto Generated Mail. Please do not reply to this mail.)

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Who	What
Partners	Ensures the review, distribution and implementation of Skyworks latest revisions of documents.
Document Control	Publishes and ensures availability of latest document revisions in SkyDocs.

7.0 Quality Records (Process Outputs)

Not Applicable

8.0 Document Approvers

Who
Quality System Managers
SubCon Manager
Sourcing Manager