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Module data sheet

# Document Control

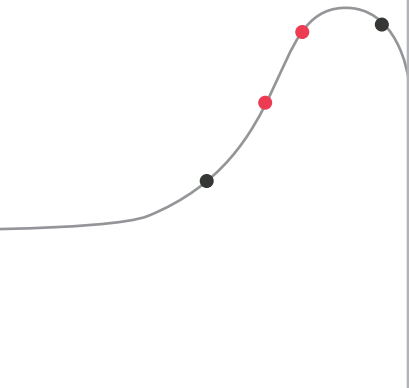
The Document Control module is designed to control documentation, above and beyond simple document management. Unlike other software, *Workbench* software's Document Control module allows the efficient management of documents and media ranging from simple e-mails right up to your mission statement.

Using intelligent business rule technology and configurable workflows, Document Control will ensure that every person within your business or organization will have instant access to the information that supports their role. Furthermore, if the documentation is changed they can be automatically notified via email and can be asked to acknowledge receipt, eradicating the risk of someone working on a previous version of a document or specification.

Documents can have different workflows based around their categorization or type. For instance, a procedure may have extremely tight controls allowing changes only when a change request has been raised and approved, once edited it may be forced through a review and approval process before being issued by an authorized person to its distribution list. However, an email may just need to be archived into the system, without the need for approval, change, review, or distribution. *Workbench* will recognize the document type, apply the correct workflow, and automatically manage the process for you.

## The Document Control process





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## Benefits

- Removes the time consuming paper chase.
- Paper/archival storage costs eliminated.
- Reduces administration overheads.
- Helps maintain compliance with regulatory standards such as ISO, FDA, and many more.
- Users can quickly and easily locate a document which encourages staff use.
- Secure, controlled management of thousands of documents.
- Control who sees which documents and when.
- Obsolete documents are controlled to prevent unintended use.

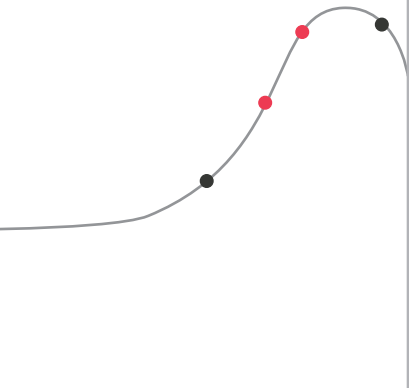
## Features

### Scalability

- Scalable from small departmental Local Area Networks (LANs) to enterprise wide solutions.
- Documents can be viewed, approved, and issued over geographically dispersed sites.

### Ease of use and functionality

- Online creation, review, approval, and issue of documents. Quick and easy document retrieval through the use of document attributes, filters, and keywords.
- Documents can be accessed from all other modules of the *Workbench* suite and the Web client IntraVista.



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### Workflow and messaging

- Strict document control cycle. New revisions can only be generated as a result of Change Requests approved by relevant parties.
- The status of a document is available at any stage of the document control cycle.
- Messaging facility allows users to be notified of changes to a document.

### Security and control

- Only personnel with the appropriate access rights may view documents controlled within *Workbench*, this includes secure access via our IntraVista web modules.
- Security templates provide complete control over each user's menu options.
- Encrypted passwords are used for logging into the system and as an electronic signature for approving documents and acknowledging their receipt.