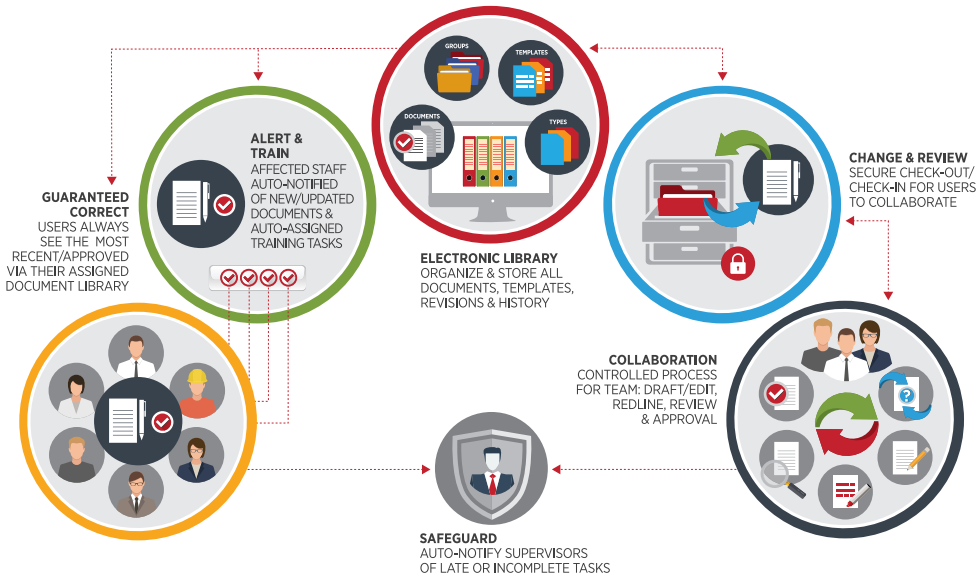


## Secure, Central Document Control

AssurX Document Management Solution automates the organization, storage and management of company documents across the enterprise and document lifespan. The software creates a central repository for all documents, revisions and history with easy, secure access. It enables teams to collaboratively create, modify and review drafts; and distribute approved documents in a controlled manner.



### COMPLETES YOUR QUALITY & COMPLIANCE SYSTEM

- + Automated management & storage of documents throughout the document lifespan
- + A secure, compliant central repository for all documents, revisions & history
- + Collaboratively create, revise, review & distribute approved documents in a controlled manner
- + Automatic alerts to staff as new/revised documents are ready
- + Easily connect with other quality & compliance processes so documents/ revisions can be launched based on events happening across operations

### ▶ EVERY DOCUMENT. EVERY CHANGE. EVERY TIME.

AssurX creates an easy to access and control electronic library and manages the entire document lifecycle from creation through obsolescence including: collaborative authoring; changes; approval routing; release; notification and training.

#### SIMPLIFIED CONTROL

Using AssurX Document Management, you can be sure every document is current and every revision can be easily tracked—no matter where it might have originated.

One user-friendly dashboard provides easy, secured access to released documents for end users, while another allows authorized managers to process change requests, manage tasks and view analytics and reports.

The software delivers full compliance for regulated industries with validation, audit trail, retention, traceability, change control and contains an automated training process to engage staff for acknowledgement when documents are approved/released.

#### BENEFITS OF AUTOMATING WITH ASSURX

- + Lower costs & streamline operations with one central repository
- + Reduce errors & cycle times with automated revision management
- + Eliminate wrong document use with built-in automated training
- + Increase security and control access with a fully compliant document system (21 CFR Part 11, FDA, ISO, SOX, EMEA, NRC, NERC, etc.)

## Key Features & Functionality

### DOCUMENT CHANGE & REVISION CONTROL

Document revisions and change control are managed in closed-loop routines with document change requests, automated approval routings and email notifications. Major and minor revisions are tracked, and any departments, groups and individuals affected by each document are recorded and can receive automated notice of changes. A system of escalated alerts let management know when any tasks are late or incomplete.

- + **Collaborative Authoring:** Secure check-in/check-out of documents allows authoring teams to collaborate on a document
- + **Redlining:** Works with Microsoft Word® redlining features. When a document is approved for release in AssurX, the approved redlines are automatically incorporated into the final version of the document
- + **PDF Generation On-the-fly:** When a document is approved for release the system can generate a PDF file incorporating the user's name, creation date, version and any watermarks

### EASY, CONTROLLED ACCESS IN ONE REPOSITORY

The Document Management repository works like a library with secure access to the most recent approved version of your company's documents, while it automatically records when a document has been viewed and by whom.

- + Manage/organize/sort documents in multiple ways with types and groups
- + Powerful search features find documents using a variety of methods; content, metadata, title, subject, pertinence and others
- + Control access to documents with configurable permission and security settings

### INTEGRATED DOCUMENTATION TRAINING

Ensure and record that staff are aware and trained to use new or revised documents. For each new or revised item released, the system automatically sends notifications to personnel who are affected by that document.

Paired with AssurX's Training solution, the software engages staff for acknowledgement of new documents, and requires electronic signatures to verify any related mandatory training tasks or tests have been completed.

### EASY TO CONNECT & CONFIGURE

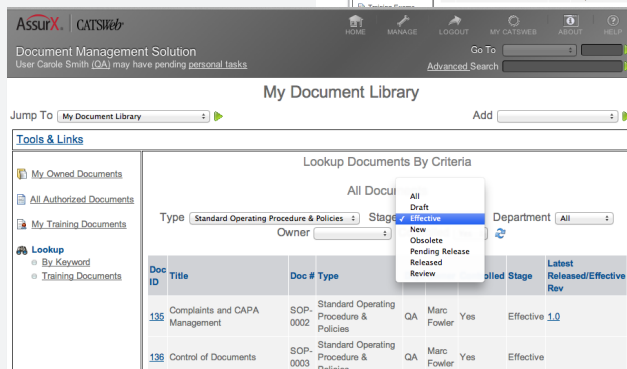
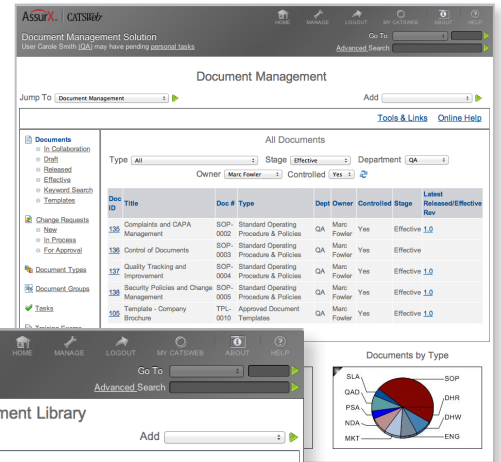
Easily integrates with other AssurX Solutions such as CAPA, Audits, Complaints, Change Management, etc., so documents/revisions can be automatically launched based on events happening across operations.

- + Link specific quality and compliance records, such as CAPAs or audit findings to the current/approved version of related documents, for streamlined control



## ABOUT ASSURX

With decades of expertise built into our quality management and regulatory compliance software platform, AssurX helps companies maintain quality and compliance, streamline workflow, control risks and better manage any enterprise. Our incredibly configurable software and deep understanding of users' needs produce a unique system that easily adapts as your business evolves. AssurX is an ideal partner for regulated companies looking for better operational control and efficiency while staying compliant.



## SIMPLE TO USE HOMEPAGE DASHBOARDS

Using the same configurable interface as all AssurX applications, a user-friendly homepage lets end users access only their own tasks and authorized documents. From the Management Dashboard, authorized users can also view pending revisions, manage tasks and assignments, and access controls and status reports.