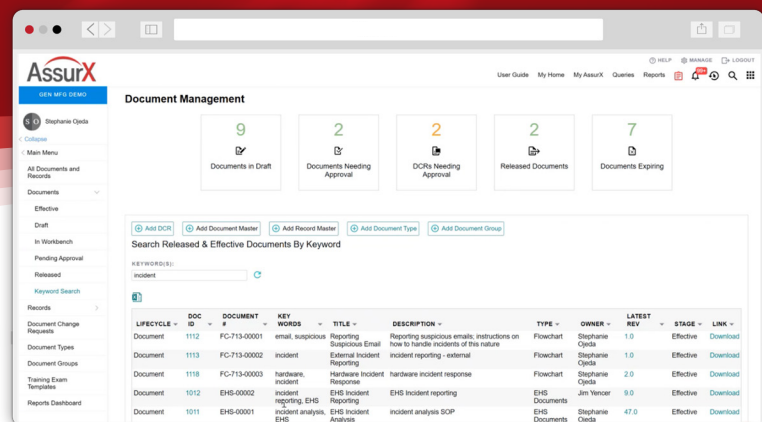


## DATASHEET

# Document Management Solution

EVERY DOCUMENT. EVERY CHANGE. EVERY TIME.

AssurX Document Management Software 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, enabling teams to collaboratively create, modify and review documents in a controlled manner.



## Simplified Control

Ensures every document is current and tracked. A user-friendly dashboard provides secure access to manage all documents while delivering full compliance for regulated industries with validation, audit trail, retention, traceability, and change control.

## Benefits of automating with Assurx

- Lower costs & streamline operations with one unified repository
- Reduce errors & cycle times with automated revision management
- Eliminates improper document use
- 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

<b>Document Change &amp; Revision Control</b>	<ul style="list-style-type: none"><li>• Closed-loop routines with document change requests, automated approval routings and email notifications. Built-in escalation features alerts management when any tasks are late or incomplete.</li><li>• <b>Collaborative Authoring:</b> Allows authoring teams to collaborate on a document in real-time.</li><li>• <b>PDF Generation Adhoc:</b> Generate a PDF file of approved documents with user's name, creation date, version and any watermarks.</li></ul>
<b>Controlled Access in One Repository</b>	<ul style="list-style-type: none"><li>• Electronic library that manages the entire document lifecycle from creation through obsolescence.</li><li>• Powerful search features find documents through varied filters: content, metadata, title, subject, pertinence, etc.</li><li>• Configurable permissions and security settings.</li></ul>
<b>Integrated Documentation Training</b>	<ul style="list-style-type: none"><li>• Ensure employees are properly trained to use new or revised documents with automatic notification and status.</li><li>• Electronic signatures verify any related mandatory training tasks or tests have been completed.</li></ul>
<b>Easy to Connect &amp; Configure</b>	<ul style="list-style-type: none"><li>• Easily integrates with other AssurX Solutions such as CAPA, Audits, Complaints, Change Management, etc., to automatically launch documents/ revisions based on associated events across operations.</li><li>• Link specific quality and compliance records, such as CAPAs or audit findings to the current/approved version of related documents.</li></ul>