

Document Control Software Systems

Main Features.

- 01 **Compliant Document Control Software System:**
Doc Cabinet allows continuous compliance by keeping an organization's quality system always ready for inspections and audits.
- 02 **Automated Routing, Escalation, and Approval:**
Reduces document cycle time by automating routing and approval and incorporating escalation for overdue tasks. Automation helps sustain compliance by simplifying and streamlining processes.
- 03 **Document Revision Control:**
Automatic document revision control ensures that only the current version of a document is available, so users will not make the mistake of using obsolete or unapproved documents.
- 04 **Advanced Tracking:**
The Document Control Software Systems that Doc Cabinet provides tracks documents by status (in process, complete) or history. The revision or approval history can be easily reviewed.
- 05 **Analytics and Reporting:**
Doc Cabinet advanced analytics and reporting capabilities provide standard and customized reports to help increase management oversight. It includes dashboard, drill-down, and scheduling features.
- 06 **Web-Based Platform:**
Doc Cabinet is Web-based so it can connect all employees involved in document and quality control from virtually anywhere.
- 07 **Multiple-Step Lifecycles:**
Users can configure lifecycles with multiple statuses or phases. This functionality perfectly aligns with an organization's processes to simplify workflows and routes and reduce vault bloat in systems since vaults can be tailored to teams and departments rather than document types. Combining flexible approval rules with lifecycle phases makes it simple to model a product's lifecycle, regardless of complexity or uniqueness.



We Know How to Manage your Skills

Doc Cabinet is a system used to track, manage and store documents. Most are capable of keeping a record of the various created and modified by different users (history tracking).



The term has some overlap with the concepts of content management systems. It is often viewed as a component of enterprise content management (ECM) systems and related to document imaging, workflow systems and records management systems.

Benefits:

01. Increases productivity· Maximizes quality
02. Easy to track all control, Uncontrolled documents
03. Increases revenue· Improves employee morale and satisfaction
04. Improves accountability of management
05. Creates greater motivation and dedication
06. Increases employees' understanding of their roles in success of their work and the company



Abouts. Doc Cabinet,

Doc Cabinet, a core application in the Doc Cabinet integrated quality management suite, automates and effectively manages document control processes to help ensure compliance with ISO quality standards, and other global regulatory requirements. Doc Cabinet offer robust document control and document management software, but it also provides the appropriate tools and services necessary for successful implementation and validation. Here's how Doc Cabinet, the keystone of Doc Cabinet quality management software system addresses some of the major challenges that organization face in managing and controlling documents.



Document Control Software Systems Facts.

- 01 Dramatically reduces the time it takes to bring a new product to market by speeding up the process for document change, approval, notification, and distribution.
- 02 Is an off-the-shelf configurable product designed for rapid installation, implementation, and validation.
- 03 Ensures documentation integrity so employees always have the most updated document at their fingertips

Document Control Challenges

Inefficient Document Control System

Manual systems are inefficient, requiring tremendous man-hours in terms of routing documents, obtaining approval and signatures, face-to-face meetings to discuss changes, and search and retrieval of documents during inspections and audits.

Lack of Document Revision Control

In a paper-based system or hybrid system, employees check out documents and other materials manually. Tracking down any document activity is difficult. Making a change in an SOP or other document requires manual submission of a change request or discussion of the change in face-to-face meetings.

Complex Document Control Lifecycle

Product documentation usually has a complex lifecycle with complicated workflows and routing. Inflexible systems may force companies to use a lifecycle that does not model their own product's lifecycle.

Lack of Visibility

It's difficult to generate accurate and timely reports and trends using disparate electronic spreadsheets and flowcharting tools. Without a coherent reporting system, managers are unable to get the big picture of the quality management system.

Disconnected Document Control Processes

Communication breakdown is likely to happen in companies that rely on disparate tools and processes to manage the quality system. Ineffective communication can lead to significant delays and adverse outcomes.

Doc Cabinet Software Solution

Efficient Document Control System

Doc Cabinet Document Control Software Systems automates routing, delivery, escalation, and approval of documents. It can handle all types of documents regardless of the software used to create them. Doc Cabinet features a centralized, secure repository that makes search and retrieval easy during inspections and audits.

Automated Document Revision Control

The Document Control Software Systems that we offer provide automatic revision control to ensure that only the current version of a document is available. Changes can be initiated and approved electronically. Doc Cabinet automates routing, delivery, escalation, and approval of documents. It can also handle all types of documents regardless of the software used to create them. Doc Cabinet always ensures that users are able to access the right document any time.

Enhanced Document Lifecycle

Doc Cabinet allows for multiple lifecycle statuses, timed lifecycle movement, and flexible approval rules. Companies are able to model their product lifecycle within the system and simplify routes and workflows.

Increased Management Visibility

Doc Cabinet Software that we offer provide advanced analytics and reporting capabilities, including customizable reports and online charting. Through the reports, managers get a real-time view of the quality processes and can be more proactive about improving the quality system.

Connected Document Control Processes

Doc Cabinet Software Systems connect all quality subsystems like CAPA, change management, audit, and training. For example, any CAPA that results in a document change will automatically invoke training once the change is approved. Doc Cabinet is Web-based, so documents are accessible to all authorized users from virtually anywhere.