



The effective management of quality documents such as SOPs, change controls, quality records, work instructions, is crucial to a quality organization. The manual and paper-based system to manage quality documents is inefficient, costly, and unsustainable. Qualityze Document Management Software Solution (QDMs) is robust and an easy-to-implement solution complements your established document management process

Create and Collaborate

Qualityze Document Management system makes this process easy for you. A standard template can be used to generate a document. In the Initiation step, you capture information such as:

- Title, Description
- Owner, Effective Date
- Site, Department
- Expiration Date,
- Security information
- Others

You can also use a 'check-in' functionality to store document. The document owner can collaborate with other people to finalize the document. With functionalities, such as email approval, collaboration tools, electronic signature, revision control and many more, accelerates review and approval cycles of a document. A multi-level profile-based access controls, you can rest assured that only the right people have access to the right documents.

Review and Approve

According to the regulatory standards, once a document is drafted, a designated individual(s) should review it for the adequacy of the information and approval prior issuing the same.

With Qualityze, you can use the collaboration step to perform the review process. Alternately, approval process can also be used for a review process even though it is an optional step in the system.

Release of Documents

Once the document has been through the initiation, collaboration, review and approval process, it is time to release the document for the end user.

Qualityze has made the release process simplified. While setting up the document profile, you can also define the grace period that will control the release process. A document can be released as soon as the approval process is complete. If the effective date is in the future, the document will not be released. Additionally, a built-in review process can be scheduled to check the validity of the document on regular intervals. As a part of the effectiveness review, you have the option to keep the document active or revise or expire.

Obsolete and Archive the Documents

As a part of the document lifecycle process, documents are constantly assessed for the validity of the content. When a document is revised, a new revision is created. In this case, the old revision is made obsolete to remove it from the circulation. Even though the old revision is withdrawn from the circulation, it needs to be archived based on the company's record retention policy.

Qualityze DMS has made the process of document obsoleting and keeping it archived quite simple. As a part of the document profile, you can pre-define the number of days after which the status of the document changes to 'Obsolete'.

Capabilities	Benefits
Industry Best Practices	Implement your Document Management with industry-proven best practices to improve your product and process quality
Centralized Document Database	Track all your quality documents in a validated system with detailed audit trail for a regulatory environment
Electronic or Digital Signature	An electronic signature for every action and decisions performed. Includes the name of the signatory, the date and time of signature execution
Dashboards & Reports	Users can create any number of Dashboards and reports.
Iconic Color Code Managed Workflow Process	The color-coded icons quickly help the user know "WHERE AM I" in the managed workflow process.
Proactive Input Validation	Proactive input validation helps guide the user while reducing errors on later steps
File Attachments	Multiple files of any type can be attached to a document and files are identified by steps of the process.
Automated Dynamic Workflows	Dynamic workflow configuration allows user to create variations of workflow for every document
Follow or subscribe to your important quality records	Follow feature allows user to keep track on progress of the document that they are interested in, even though they do not own or have any active task. The system will create an alert on the dashboard anytime the document records that they are following is updated.
Notes for important reminders	Allows user to create a 'sticky note' to the self in the portal. Use it as a personal reminder or to remind yourself of work that needs to be done for a document or a specific task.
Alerts & Notifications	A Document change notification service that provides information in the homepage anytime any type of updates occurs to a document records that the user own.
Portal Page	Dynamic portal page provides a quick overview of all the tasks for a user to complete. Approval, Task Completion, Alerts, Notes, followed documents and documents that the user owns are all displayed in the portal page.
Task List Approval	With task list approval, approver will have the capability to approve right from the task list without having to go into the details of the document(s).
Outlook Email Approval	With this feature, approver do not have to sign into the application to approve. User can simply reply back with words like 'APPROVE', 'APPROVED', 'REJECT', or 'REJECTED', as a response.
Chronology	Every document task has a timeline of an event which tells the user what happened when. In other words, a very high-level audit trail that allows user to quickly understand the sequence of activities that occurred in the life cycle of document record.