

# Document Control Module

» Sharing and controlling your vital information

## Scope:

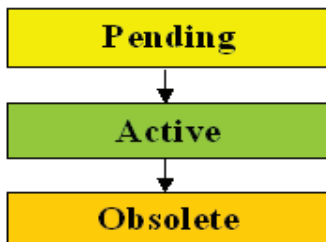
The uniPoint Document Control Module is the focal point of our Continuous Improvement Suite, because it manages all types of documents, regardless of the software used to create them. It provides a central and secure repository that makes search and retrieval easy during inspections and audits.

## Advantages:

Improve efficiency and compliance requirements by automating your manual document control with sign-off and change control. Ensure that your company is building its products using the most current specs. Other advantages are:

- » FDA 21 CFR Part 11 & 820 Compliance
- » Encrypted Sign-off Passwords
- » Strict Revision Control

## Process Flow:




## Doc Control Module:

- » Automates document Sign-offs
- » Offers organization, control and security

## Key Features:

- » Increased Management Visibility
- » Advanced Search Tools
- » Setup Sign-off/Distributions
- » Email Revision changes to employees

## Digital Signatures:

| Title           | Type     | Sign-Off                            | Request Date           | Sign-Off Date          | Signature   |
|-----------------|----------|-------------------------------------|------------------------|------------------------|---|
| General Manager | Approval | <input checked="" type="checkbox"/> | 5/4/2002<br>12:00:00AM | 5/4/2002<br>12:00:00AM |  |

## Advanced Features:

- » Consolidate documents automatically into a specified location
- » Have complete control over versioning and changes with check-in and check-out
- » Control access to files with user level security

## General Capabilities:

- » Specific E-mail Notification
- » Standard Text Manager
- » Unlimited Attachments
- » Update User To-Do Lists
- » See Historical Audit Trail

## Reporting:

- » Document Report, with digital signature
- » Document Reviews
- » Document Distribution List
- » Document History Report
- » Document Acknowledgments Outstanding
- » Document Acknowledgment History
- » Document Sign-Offs Outstanding
- » Document Sign-Off History

