



QSET Consensia Document Management

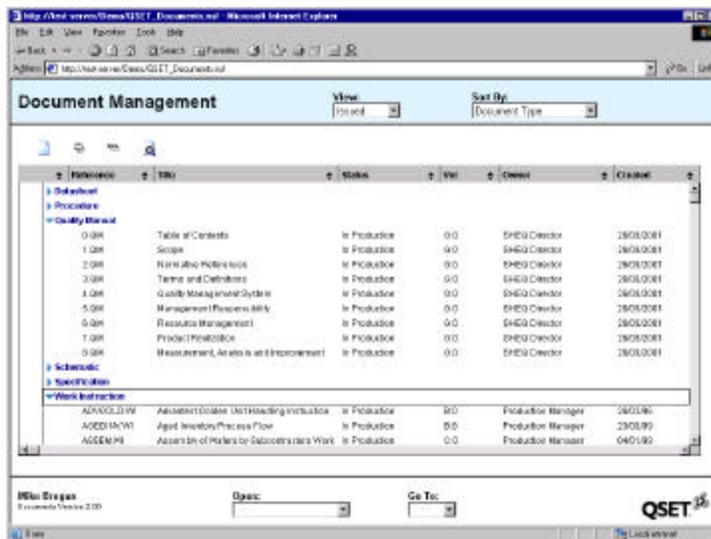
The QSET Consensia Document Management module enables collaboration, communication and knowledge sharing by gathering and organizing information into formats that are easy to access, read and understand. The QSET Consensia Document Management module has been specifically designed to allow the easy, fast and secure review, approval and releasing of documents.

The benefits of QSET Consensia Document Management module include:

- **Reduced Compliance Risks** with openly visible review process encouraging greater participation across the organization. The simplicity of having a defined automatic workflow means fewer mistakes. The audit trail provided by the workflow and revision history allows the source of problems and accountability to be quickly identified.
- **Business Improvement** achieved by enterprise-wide feedback and managing improvement ideas through the continuous review and updating of processes and procedures.
- **Increased ownership** encouraging everyone within the organization to realize their individual importance and responsibility in driving the performance of the company forward.
- **Fast ROI** where you can expect a 3 to 6 month payback on document administration costs alone.
- **Protect Corporate Intelligence** by keeping up with rapidly changing workforces. As people join or leave the organization or move within the organization, ownership and awareness of responsibilities can be easily transferred for all documentation. The result is faster handover of responsibilities between positions, and less likelihood of ownership of documentation being lost in the process.
- **Scalability** with an application that has enterprise-wide robustness.
- **Up-to-Date with Compliance** by recording and cross referencing of the laws and regulations that apply to your business, ensuring compliance.
- **Reduced IT costs** with compact databases where replication time and costs are reduced - particularly relevant to mobile workers and to multiple site organizations.
- **Cultural Awareness** as individual sites can configure the entire look, feel and language of the documents, layouts, emails and much more. Each site maintains its own cultural identity. A unique QSET benefit is that a site may function individually or an integrated part of the corporation.
- **Fast Rollout and Upgrades** because QSET Consensia is available as a standard product. Deployment is extremely rapid and upgrades are straightforward with the involvement of I.T. staff being minimized.
- **Lower Training Costs** as the graphical formats and logical organization of Document Management, ensure that less time and effort need to be spent in training.

QSET Consensia Document Management allows you to manage:

- **Process Documentation** – depending on your documentation model, you can have single or multiple databases for your high level policies, operational procedures and task specific work instructions.
- **Compliance** - by providing a repository for all internal, external, voluntary or mandatory regulations, standards and laws with easy cross referencing functionality ensuring that compliance related documents exist and are up-to-date.
- **“Day2Day” Documentation** – working documents such as forms, records, product specifications, project plans, risk assessments, material safety data sheets, and many more. The only limitation is your imagination. Again you can use a single database or multiple databases to manage and control this documentation.
- **Multiple Standards** - QSET Consensia is not limited to any specific regulations or standards, allowing you to define how compliance with a particular standard or regulation is achieved.
- **Documentation creation** - with unique identification using pre-defined document templates configured by you for your organizations needs.





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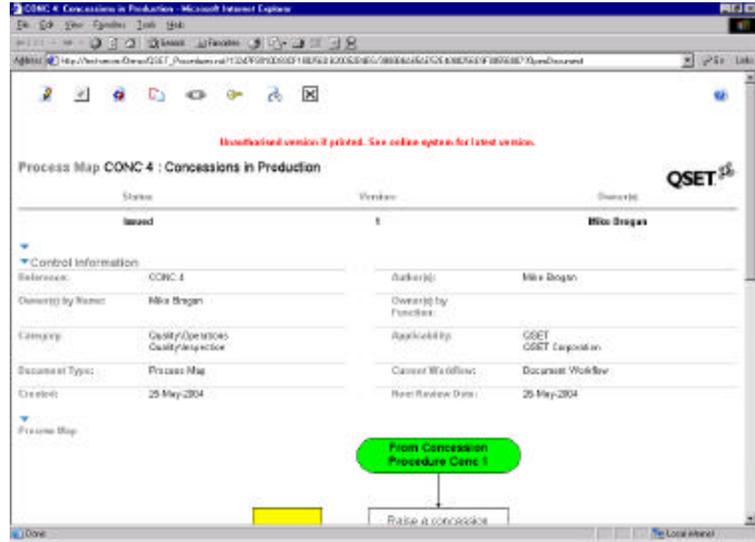
Features

➤ **Web Enabled** allowing you to create, edit and carry out all tasks required through an internet browser.

➤ **Document Templates** - You can configure unlimited document templates using your own unique titles, language and preferred format, including your company logos and colors.

➤ **Unique Reference Numbers** you can easily configure that can be assigned automatically or manually depending on the options selected for the type of document created.

➤ **Traceability** - Clear and concise document lifecycle and revision history is an important core feature of QSET Consensia. Ownership and accountability is a feature of all documents, enabling clear audit trails of people involved, review and revision history as well as cross-referenced documentation.



➤ **Security & Visibility** settings can be easily configured so that only authorized personnel can create, edit, authorize and access documents. You can also decide what sections within a document users can see and what sections they can edit at a particular stage in the document lifecycle.

➤ **Reminders** - Standard reminders are available to highlight deadlines and speed up the review process e.g. reminders to users when a document is at a draft stage to complete the review, reminder to document owners when a released document is due for review, reminder to document owner that a draft document has been idle for a period and more.



➤ **Automated Workflow** - workflows allow you to review, authorize and issue documents where the selection of the reviewers and authorizers can be easily selected on the document. Standard workflows can be configured to meet your exact needs whether it is simply changing the pre-defined users for each step in the workflow, updating the emails messages to be more specific or creating complete new workflows to meet your organizations requirements.

➤ **Escalations** - Comprehensive escalation features are available allowing you to select how you handle escalation of tasks. This feature ensures that tasks are completed in a timely manner by escalation options from notifying managers that the task has not been completed to actually assigning the task to a manager or other person for completion.

➤ **Cross Referencing** allows you to easily create static or dynamic links between any document in any QSET Consensia database. You can view both 'links-in' and 'links-out' when viewing a document. This unique functionality allows you to easily maintain links between documents.

➤ **Notifications** - Users are notified automatically when a document has been released. Additional notifications can also be configured to notify specified users when a new document has been created.

➤ **Knowledge Management and Compliance** – tracking who has been notified of a document release, what users have read and 'signed' documents to record that they have understood the contents of the document.

➤ **Categorization & Organization** - Define documents by type and sub-type and applicable organizational departmental units so that users easily find and manage information within the overall company structure.

➤ **Integration** - Built to combine with all other QSET Consensia modules, particularly Corrective Actions, Audits and Reporting to multiple functionality and reduce duplication of effort. For example, when planning an audit or analyzing a Corrective Action root cause you can link to specific documents, describing a problematic process.

For further information on QSET Consensia Document Management go to www.qset.com

- Other QSET Consensia Modules:**
- ❖ QSET Consensia Entry Portal
 - ❖ QSET Consensia Reporting
 - ❖ QSET Consensia Action Management
 - ❖ QSET Consensia Audit Management

