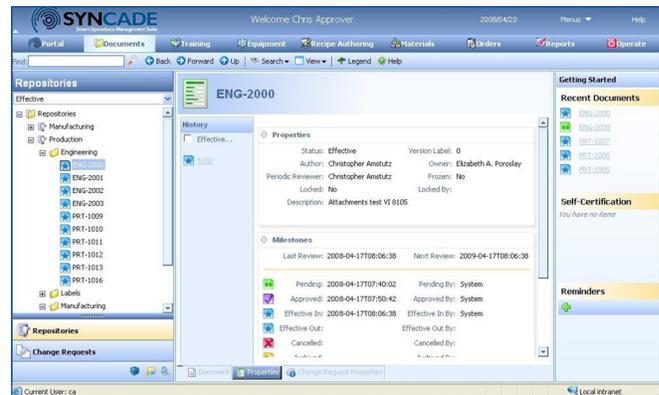# Document Management

- Reduce complexity of managing documents.

- View entire document history.

- Document electronic signatures and access complete audit trail of events.

- Receive notifications and escalation for rapid response to change requests.

- Search document library using meta tags, fuzzy logic, and full text.

- Report real-time metrics and key performance indicators.

The document repository provides a complete view of a document's history.

Overview

Is your team spending too much time managing paperwork? Are documents lost or compliance audits more complicated because of an inefficient manual system?

Streamline approvals, prepare for audits, and reduce the paper footprint in your facility by moving to an electronic document management system. You will not only eliminate paper files, but you can also automate approvals, reporting, and searches. Use Syncade's Document Management module to reduce the complexity of your documentation management.

For industries under cGXP regulations, Syncade is fully compliant with all relevant cGXP regulations, including 21CFR Part 11. The Document Management module provides the functionality you need to make sure that your regulatory assets are safeguarded and proactively managed.

Easier Documentation Management

Complete Document Lifecycle Management. Syncade's Document Management module provides online document storage, single- and multi-document change control, automatic routing, document check-in and check-out, version management, archived records management, and printing.

An audit trail records every change throughout the document lifecycle and a complete record of document history is easily viewable at any time.

Powerful Change Request Management. Configure change request workflows, including a conditional review option, serial and parallel review and approval, role or user assignments, and delegation management of review and approval assignments.

The Personalized Change Request pane displays all change requests requiring attention, helping to keep workload organized and increasing throughput.

EMERSON
Process Management

Access to Controlled Documentation. While many people in your facility need access to documents to adherence to standard operating procedures, you also want to limit the ability to make changes. The Document Kiosk program provides limited access to specific documents, reducing the risk of procedure noncompliance.

This feature streamlines the effort of issuing controlled document copies. Multiple SOP binders are no longer necessary.

Streamlined Review and Approval. With the Document Management module, document review and approval is easy, convenient, and as close as your inbox. Launch approvals and change requests from your email for quick workflow completion. Periodic and obsolescence review workflows take the aggravation out of annual document review and document retirement.

Simplify Validation and Commissioning. The Document Management module is a zero-client, web-based solution. Quickly install, validate, and deploy the solution from a centralized server. Whether tracking hundreds or tens of thousands of documents and change requests, you will quickly and easily find that all your document asset management and regulatory needs are met.

Complete Solution

The Document Management module is a complete solution for storing documents such as electronic work instructions, electronic batch records, formulations, material safety data sheets, and SOPs. Easily search for and instantly access the documents you need. The module also makes the document review and approval process easy and efficient. Time spent on document and change request management, as well as the subsequent review and approval cycles, is dramatically reduced.

The Document Management module's intuitive, user-friendly interface makes it easy to quickly create, revise, and securely manage all types of documents. As an integrated Microsoft .NET application, the module provides scalability for the largest enterprise needs, while allowing smaller facilities to quickly leverage its benefits.

The Document Management module is licensed as a bundle with other Syncade software modules to ensure your document management requirements are met.

Batch Production Records. Ensure that only the current effective master production record is used. In addition, automatically update the appropriate packages and package classes to use the most current version of a document.
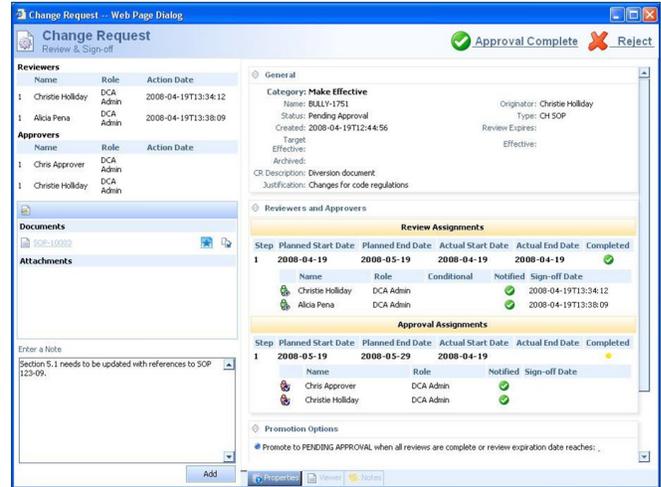

Reviewing and completing a change request is easy.

You can seamlessly complete the transition from a paper-based manual manufacturing record system to a computer-supported batch record system without drastic changes to current processes.

Mobile Workforce. Document Management Mobile Workforce allows you to use a wireless device to:

- View effective documents in your various document repositories. Repositories are access-protected.

- Review, comment, and approve documents as part of your change management responsibilities

- Access and respond to training certification requests supported through documents and version control.
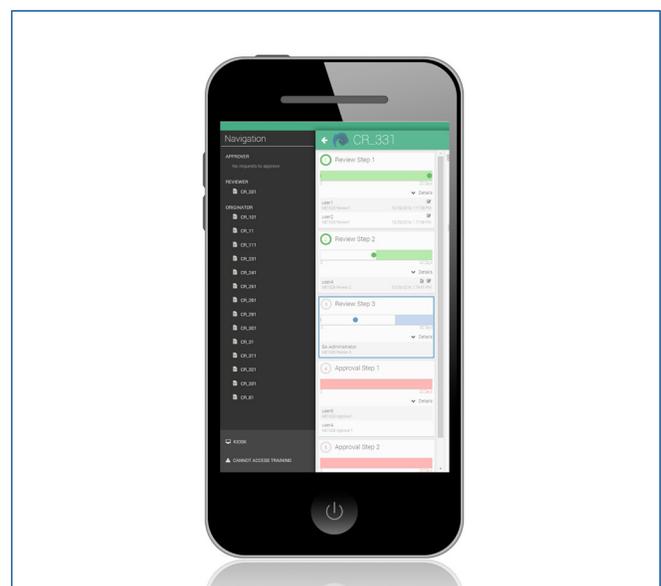
Easily view and approve documents on your mobile device.

Federated Search. Deploy Document Management at the site level, with the flexibility to allow each site to define user groups, security, and other system implementation attributes to meet unique needs. Structure the site to fit your needs and still access information from other global sites quickly and easily.

Training & Development. Document version training is automatic with Document Management. Change requests, which impact training requirements, are recognized and training administrators and users are notified of any document version training due. You can also receive notifications of associated class schedules and training set to expire. The Self-Certification feature allows you to see all document-related training requirements in one convenient window. Document tasks in the Training module can be imported directly from Document Management repositories.

Bundled License Packages

There are two bundle license packages available for Document Management:

Professional bundle contains one production server license and two non-production server licenses for each of the Syncade modules. This bundle supports up to 750 named users. It also includes an SAP Crystal Reports Runtime license and an Active PDF Toolkit OEM license.

Experience bundle contains one production server license and two non-production server licenses for each of the Syncade modules. This bundle supports up to 50 named users. It also includes an SAP Crystal Reports Runtime license and an Active PDF Toolkit OEM license.

Other Syncade Smart Operations Management Modules

Syncade supports a wide variety of other Operations Management solutions. Visit our website to see the complete list of Syncade modules and solutions.

General System Requirements

One or more network application servers running Microsoft SQL Server are required to run Syncade modules. For client access, a PC with Internet Explorer is needed. Please consult the factory for further details regarding hardware requirements and software versions.

Ordering Information

Description	Model Number
Document Management Experience	SYOM1001DME
Document Management Professional	SYOM1001DMP
Document Management Mobile Worker Experience	SYOM1001DMMWE
Document Management Mobile Worker Professional	SYOM1001DMMWP
Additional User Scale Ups	SYOMUPSDMUSxxxx

Note: Where xxxx represents the number of additional names users required. User additions can be ordered in quantities of 5, 25, 50, 100, 150, 200, 250, 300, 400, 500, 700, 1000, and 2000.

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