*IBS America develops integrated compliance management solutions to help companies improve corporate governance and achieve sustained adherence to regulations and standards. Since 1993, we have delivered our systems and services to thousands of companies worldwide. IBS America is one of the very few compliance software companies certified to ISO 9001.*

**WEB-BASED COMPLIANCE MANAGEMENT SOFTWARE**

# Document Control Module

**CompliantPro** Document Control Module is a web-based, platform-independent system that allows you to create, edit, route and delete all your documents over the web. Workflow is flexible with real-time tracking of document status. The approval process can be set up as parallel, serial or any multi-tiered combination of the two, with up to three levels of escalation and up to five back-up approvers per approver. Create and manage custom forms and layouts to meet unique organizational requirements right out of the box.

## Benefits

- **Scalability and Extensibility:** This system is suitable for one location or many locations across a global operation and will readily accommodate the expansion of the organization. Initial setup is straightforward and centralized, resulting in rapid deployment and fast ramp-up.

- **Usability:** Get an immediate view of the particular documents requiring your action and those documents that you will want to track using the CompliantPro "Dashboard".. Build and configure templates quickly and easily. Customize documents and layouts and configure all main areas of the system. Choose from Procedures, Work Instructions, Quality Plans, Specifications, Form Control Documents and Process Control Documents. This system can be compliant to any set of standards, such as OSHA, ISO or FDA, etc. Simply add the appropriate list of standards and pick and choose which ones you'd like to associate with your document. Create documents with rich text (with only your browser!), add and resize graphics and images and attach any file, including MS Office files like Word and Excel.

- **Workflow:** Set up workflow processes in any way that suits your organization. Choose workflow combinations such as parallel, serial, or any number of tiered combinations of parallel and serial on a per document basis. Real-time tracking gives you immediate feedback as to where a document is in the workflow process at any time. There can be an unlimited number of approvers per document, and each can have up to five backup approvers.

- **Approval Status:** Approval status is traceable with complete document histories and current status can be found for any document in real-time.

- **Configurability:** Customize all system buttons, field labels and email messages to meet individual organizational requirements or to make the system available in multiple languages.

CompliantPro

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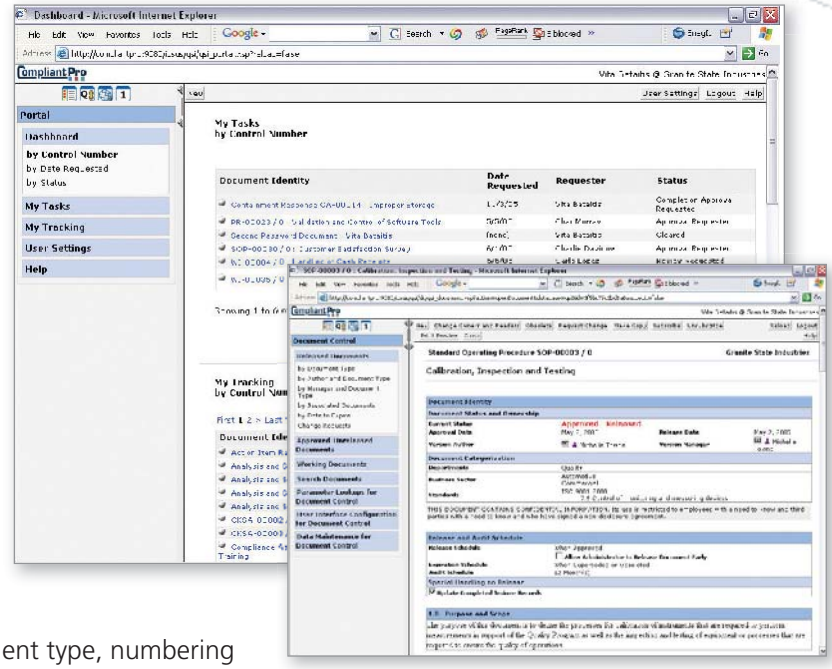


- **Mobility:** All you need is a web browser. You are not tethered to a specific group, organization or business unit. The system is accessible at any time wherever there is an Internet connection. So even mobile units (i.e. trucks or PDA's) can access information from the road or wherever they are located.

## Features

- **Document Options:** Select document type, numbering system, audit period, release schedule, serial or parallel workflow, send for review or final approval, approver allowances, standard or customer specific form layouts.

- **Review Process:** Take advantage of the optional review process to approve documents or disapprove with recommendations.

- **Approval Process:** To ensure their integrity ,your documents are automatically blocked from editing during the approval process. Document status is automatically tracked.

- **Automatic Notifications:** All key document processing events, including alerts of upcoming due dates, alarms when due dates pass, and escalations when document handling is overdue, can be configured to automatically send email notifications to appropriate recipients.

- **In-Place Rich Text Editing:** No special word processing software is required to author documents with formatted text, tables, and images directly within the browser.

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