

Document Management Express



Get on the fast track to electronic document management!

- Packaged electronic document management solution including software, hardware, express configuration, and express services
- Complete document lifecycle functionality
- Powerful change request management
- Easy to use for rapid employee adoption
- Easy, Organized access
- Streamlined review and approval
- Simplified deployment and validation

- Provides document security, protection, and full version control
- Electronic routing for review and approval
- Electronic signatures for document approval
- Assures correct document versions are used
- Supports quality management and regulatory compliance
- Entire document version history viewable at a glance
- Effective and pending or related documents comparable side-by-side
- Complete audit trail of system events

- Document change control including notifications and supervisory escalation for rapid response to change requests
- Fast electronic access to documents including powerful document search capability, including meta tags, fuzzy logic, and full text
- Recent documents window, allowing frequently used documents to be easily accessed
- Extensive reporting of real time metrics of key performance indicators
- Configurable document overlays for flexible controlled document design
- Microsoft .Net application that provides web browser access and web portal for
- Can be used standalone or bundled with other Syncade™ Smart Operations Management modules to maximize productivity

Introduction

Document Management Express is Emerson's stand alone Syncade solution for Document Control and Archiving (DCA). With its scalability from a single department, to an entire site, to an entire global enterprise, the Express package provides site wide benefits immediately. Pre-



configured for manufacturing companies, Document Management Express is a quick and easy system for electronic document management. The Express package provides the technology you need to expedite access to your documentation and change control process while ensuring use of the correct and effective documents each and every time. Let Document Management Express ensure that all of your document asset management and regulatory compliance needs are met. And because our Express package is part of a larger suite of solutions, it is ideal for manufacturing companies since it can be expanded to a complete electronic manufacturing solution, when you are ready.

Benefits

Powerful bundle. Document Management Express includes factory installed software on a server, all software licensing required, 50 user licenses, 40 consulting hours that can be used in any manner you desire, and 1 seat of training at the Emerson Austin Education Center. Also included is pre-configuration to get you running faster and a bank of documentation that includes post factory installation test results, site commissioning protocols, project outline, and design specifications to name a few. Simply add the server to the domain and your off and running with a full electronic document management solution. Emerson can also bulk auto-import documents into your system, including previous versions of documents if desired.

Complete Document Lifecycle Functionality. Document Management Express provides online document storage, single- and multi-document change control, automatic routing, document check-in and check-out, version management, archived records management.

Powerful Change Request Management. Sophisticated change request management system offers flexibility with highly configurable change request workflows, including a conditional review option, serial and parallel review and approval, role and user-specific assignment feature, and delegation management of review and approval assignments. The Personalized Change Request pane displays all change requests requiring attention at a glance, helping to keep workload organized and consequently increasing productivity.

Easy to Use For Rapid Employee Adoption.

Many electronic document management systems fail because they are difficult to use. In fact, some systems require extensive customization on the user interface just to make them easier to use. Document Management Express has been designed for usability with its user friendly interface. And for added peace of mind, included in the Express package are Emerson's professional education center services to assure you have the expertise you need to manage the system. If you have a document management system that is not being fully used because it's hard to use, consider Document Management Express.

Easy, Organized Access. Document Kiosk for the production floor provides limited access to effective documents, which reduces the risk of procedure noncompliance. The Kiosk also frees document management personnel from the rigors and enormous amounts of time spent on issuing controlled document copies. Multiple SOP binders are no longer necessary.

Streamlined Review and Approval. With Document Management Express Change Request Workspace, document review and approval is easy, convenient and as close as your inbox. Workspace launches from a link via e-mail where you can review and approve. Or use your Syncade Portal to view a complete listing of all documents that require your attend. With Document Management Express, we provide more options to visualize your tasks. In addition, periodic review and obsolescence workflows take the aggravation out of annual document review and document retirement. Be notified before your review period expires to remain in compliance.

Simplified Deployment and Validation.

Document Management Express can be deployed quickly and easily without having to hire additional IT staffing. Since the Express package is a configurable product specifically designed for electronic document managements, additional customizations are not required. Document Management Express is delivered already installed on a server and is pre-configured with its Express Configuration to jump start your deployment. The Express Configuration includes standard document types, document repository, folder structure, and a document review and approval workflows. Wrapping things up in one neat package, Express also includes a documentation package for validation and training.

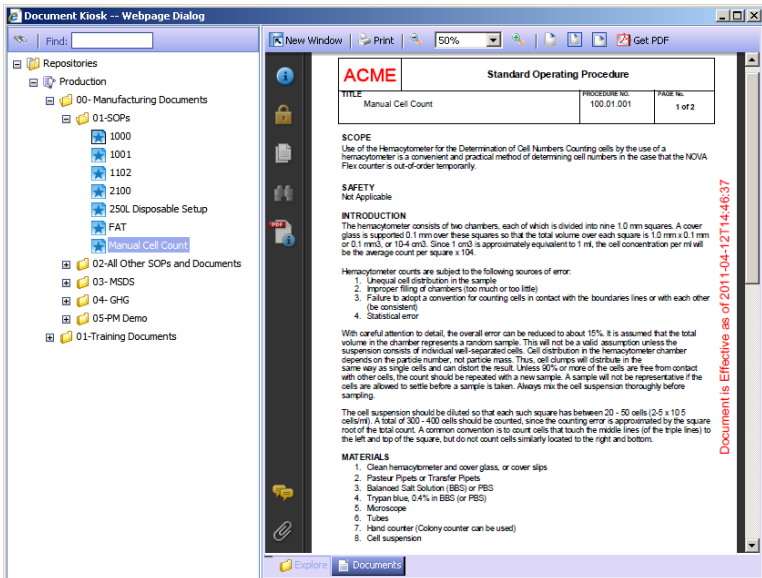


And, because Document Management Express is a true zero-client, web-based solution. You can quickly install, validate, and deploy the solution to all your users from a centralized server and begin to immediately realize the benefits. You will be amazed at how quickly and easily you can get your document management system up and running.

Product Description

Document Management Express is an electronic document management system (EDMS) for storing documents such as electronic work instructions, electronic batch records, formulations, material safety data sheets, and SOPs. With Document Management Express, users can quickly find and instantly access the documents they need. Document Management Express 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, are dramatically reduced.

Supporting regulations and standards including FDA 21 CFR Part 11 and 21 CFR Part 820, ISO 9001, OSHA 29 CFR 1910, and more. Document Management Express provides the functionality you need to make sure that your regulatory assets are safeguarded and proactively managed. The Document Management Express intuitive, user-friendly interface makes it easy to quickly become productive in creating, revising, and securely managing all types of documents. As an integrated Microsoft .NET application, Document Management Express provides unprecedented scalability for the largest enterprise needs, while allowing smaller companies to quickly leverage its advanced features



Reference documents can be easily accessed.

Document Management Express can be used standalone or bundled with other Syncade applications for maximum productivity!

- Document Control & Archiving (DCA)
Add-ons: Batched Printing of manufacturing Records (BPR) and Federated Search (FS)
- Electronic Logbooks & Equipment Tracking (ET)
- Materials & Inventory Management (MM)
- Weigh & Dispense (WD)
- Recipe Authoring (RA)
- Security & Audit (SA)
- Electronic Batch Record (EBR)
- Electronic Process & Procedural Workflow (WF)
- Training & Development (TD)
- Manufacturing Information Portal (MIP)

General System Requirements

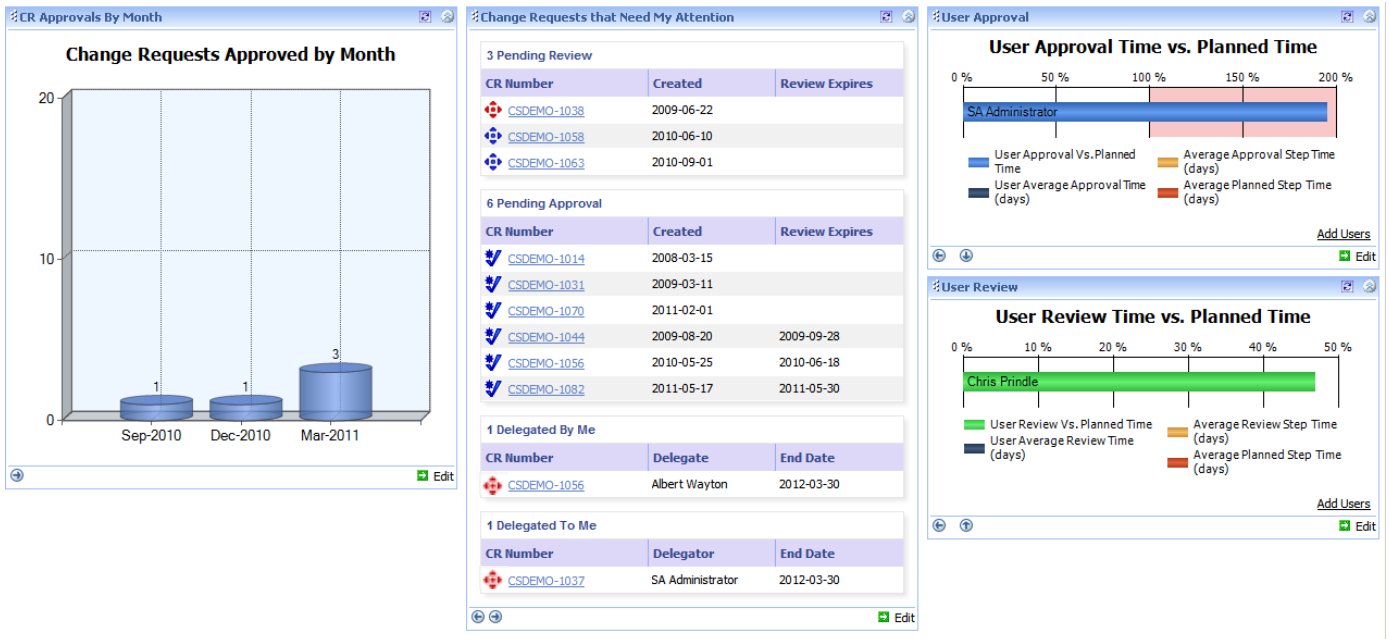
A server class PC (supplied with Document Management Express) with Internet Explorer is needed to support the Syncade solution. Microsoft SQL Server is the underlying database. For client access, a PC with Internet Explorer is needed. All hardware and third party software comes bundled with the Express package. All that is required is installation of the server onto the appropriate corporate layer.

Emerson Expertise

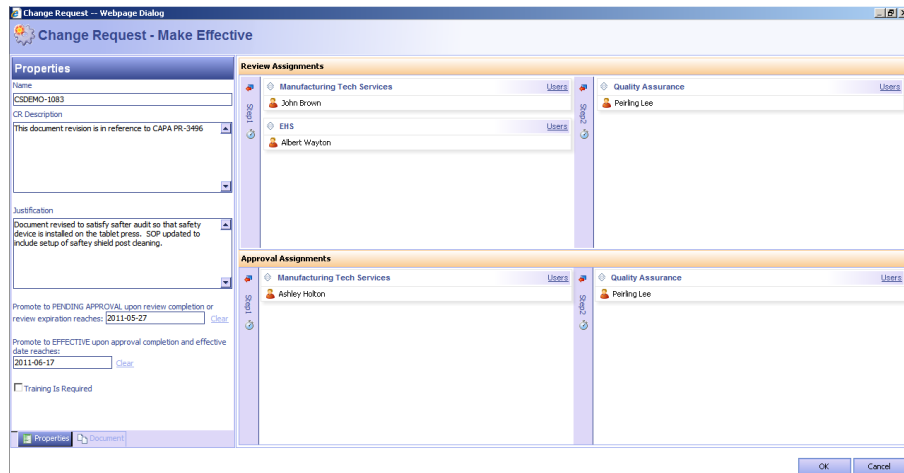
Today's most successful projects call for partnering with proven experts who can consistently deliver the best available technology to ensure efficient operations. From concept through planning, implementation, production and ongoing operations, highly experienced Emerson professionals work closely with you to ensure compliance and ease of operation by providing business justification, execution, multi-vendor management, procurement & delivery, and ongoing support.

Emerson capabilities and experience are especially valuable when time is at a premium. A single point of accountability for the entire instrumentation and automation solution makes a crucial difference.





Instantly review your document tasks and metrics from your personalized portal



Change Request - Webpage Dialog
Change Request - Make Effective

Properties

Name: CSDEMO-1083
 CR Description: This document revision is in reference to CAPA PR-3496
 Justification: Document revised to satisfy safter audit so that safety device is installed on the tablet press. SOP updated to include setup of safety shield post cleaning.
 Promote to PENDING APPROVAL upon review completion or review expiration reaches: 2011-05-27
 Promote to EFFECTIVE upon approval completion and effective date reaches: 2011-06-17
 Training Is Required

Review Assignments

- Manufacturing Tech Services (Users: John Brown)
- EMS (Users: Albert Wayton)
- Quality Assurance (Users: Peking Lee)

Approval Assignments

- Manufacturing Tech Services (Users: Ashley Holton)
- Quality Assurance (Users: Peking Lee)

OK Cancel

Document routing for review and approval made simple.

To locate a sales office near you, visit our website at: www.EmersonProcess.com/Syncade

...or call us at: Asia Pacific: 65.777.8211
 Europe, Middle East: 41.41.768.6111
 North America, Latin America: +1 800.833.8314 or
 +1 512.832.3774

...or email us at: Syncade@Emerson.com

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