

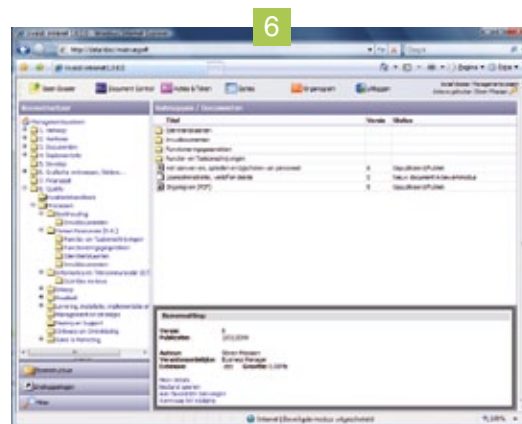
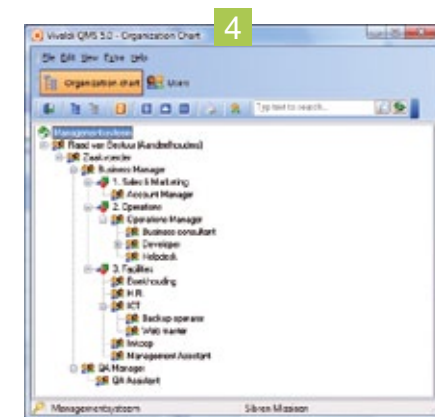
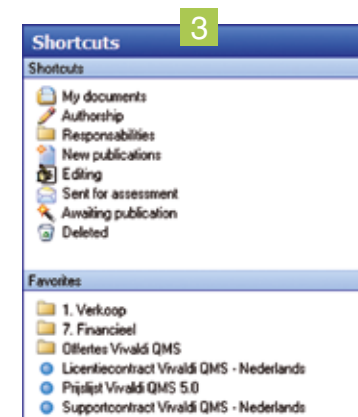
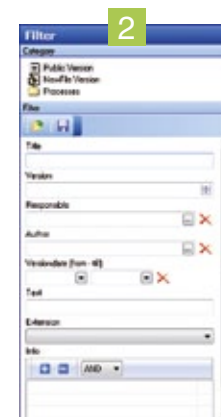
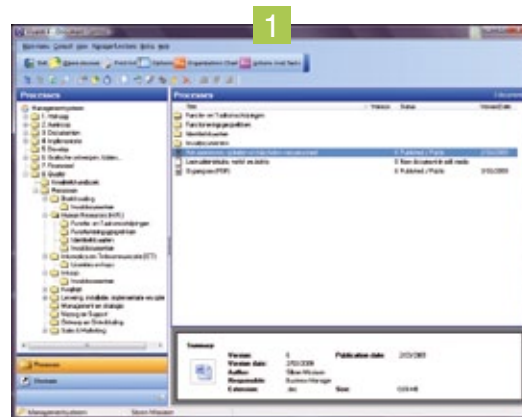
# VIVALDI DOCUMENT CONTROL 5.0

With Vivaldi Document Control you can file and control all documents in a user-friendly way. The software complies with various international regulations and standards such as: ISO9001, FDA, GMP, BRC...

With Vivaldi Document Control you can have full confidence in users changing their own documents.

Embedded tools such as the assessment flow, digital archiving and history, distribution matrices, automatic table of contents guarantee a significant time gain.

Certain international standards demand periodic revisions of documents. Vivaldi Document Control does everything for you at regular intervals. You are automatically notified of the required revision. After revising a document you have the option of scheduling a new revision date right away.

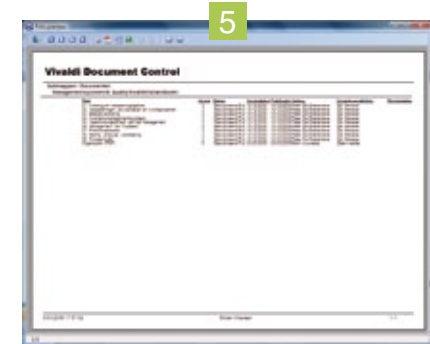
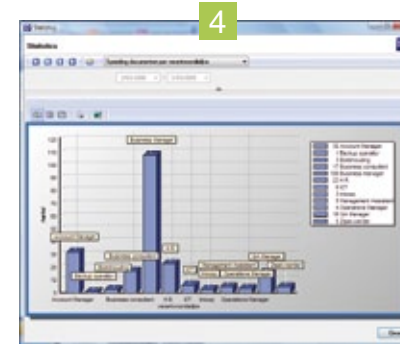
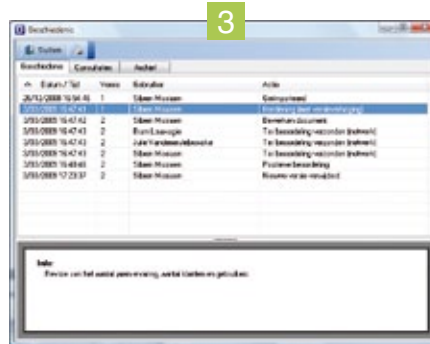
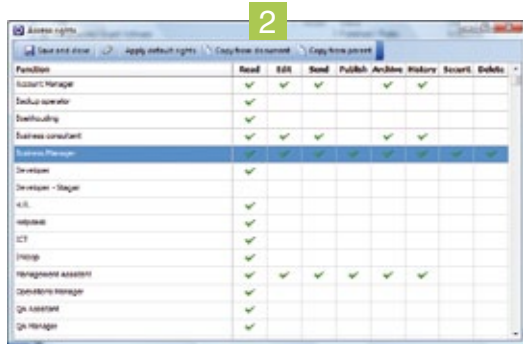


- 1 Instant overview by means of a recognizable tree structure as in Windows Explorer. Documents can be found in several locations in the tree structure but they only occur once in the database.
- 2 With the powerful search function on various properties such as code, title and version date you can quickly find what you are looking for. Furthermore, you can search the content of most file formats (Word, Excel, PDF).
- 3 You can choose to only view your own documents or to build your own set of shortcuts.
- 4 All rights, distribution lists, assessors lists are linked to functions within the organization chart. This does not only guarantee you strict conformity with required standards but it is also possible to make changes to personnel in Vivaldi QMS with a few mouse clicks!
- 5 You can make direct links to your data on your corporate website or intranet.
- 6 You can allow users to consult or assess documents using the Web Interface, mobile devices or MS Sharepoint even if they are on the other side of the globe.

- Vivaldi Document Control supports all file formats.
- Vivaldi Document Control guarantees swift import of existing documents.
- Vivaldi Document Control automatically updates all properties (version, publication dates) in your MS Word or MS Excel documents.

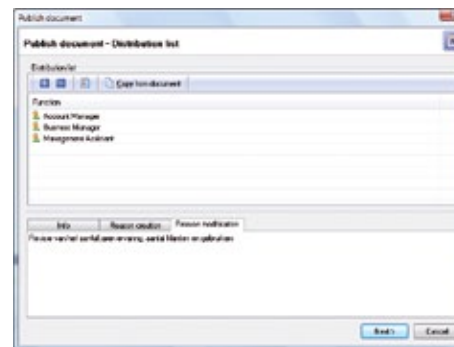
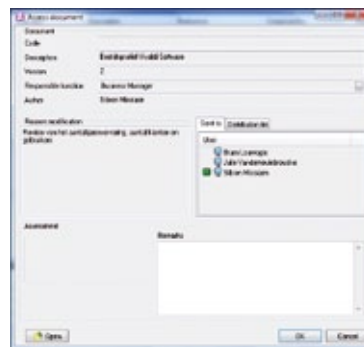
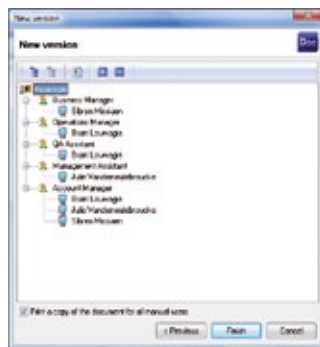
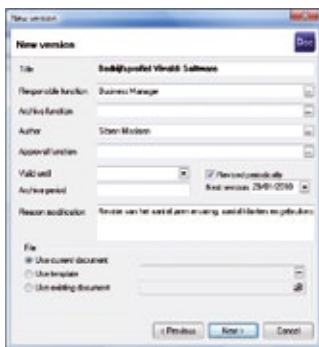


**VIVALDI SOFTWARE**  
www.vivaldisoftware.com



- 1 You have a quick overview of the most important properties of a document: unique id, title, author, assessors and distribution list.
- 2 Extensive rights assigned to functions make it possible to apply 'Process ownership' and to delegate the responsibility to the correct function.
- 3 Vivaldi automatically logs all actions that were taken on a document. This way you get a complete audit trail of the document. Also, the history of consultations and archiving are fully maintained.

- 4 Keep track of the workload distribution and the liveliness of the documents using the built-in statistics: distribution by responsible function, by author, by version, by publication date, by consultation of a document.
- 5 Easily retrieve the required lists from the system. This way you can get a quick overview in PDF format of any new or modified documents since the last audit or a list of documents that should be read by a particular function or user.



**EDITING** >>>  
Edit the document using the original, a template or an external document.

**SENDING** >>>  
Send the document to the functions (and people) who have to assess it.

**ASSESSING\*** >>>  
A user can give a positive or negative assessment.

**DISTRIBUTING**  
When publishing a document the system automatically takes care of distributing it.



\* Depending on your application's requirements you can easily define how documents have to be assessed: using one step, two steps (assessment and approval) or even without any assessment at all.