

# DOCUMENT CONTROL

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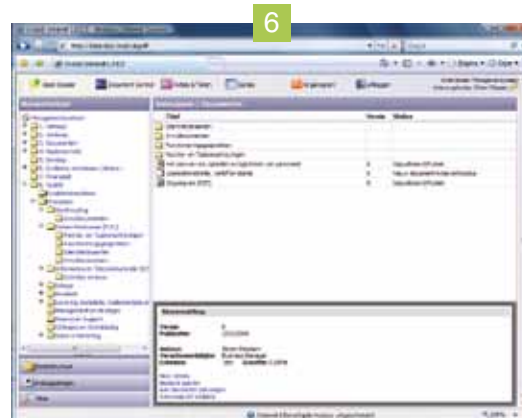
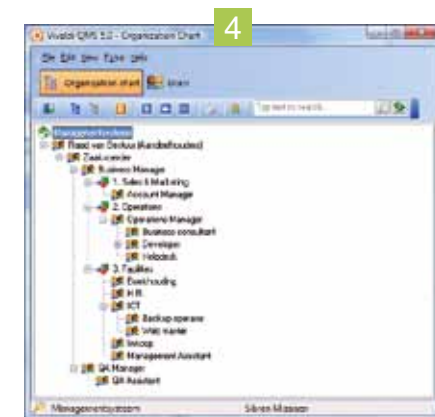
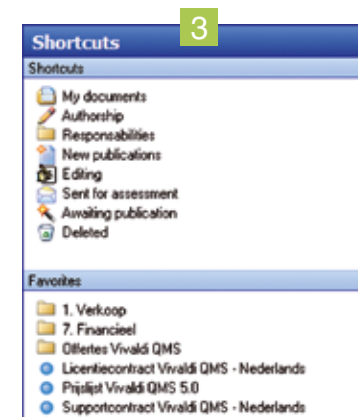
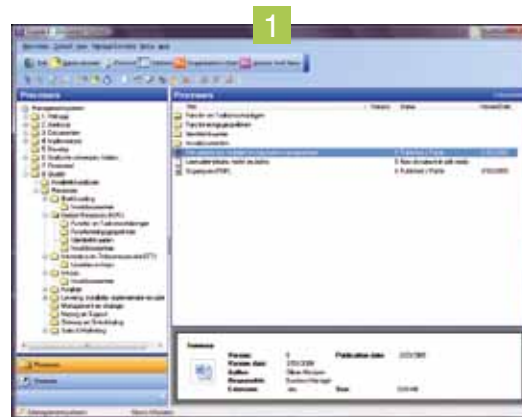
With Vivaldi Document Control you file and control all documents in a user-friendly and process-driven way. It conforms to all standard requirements regarding controlled documents.

With Vivaldi Document Control you can have full confidence in managers 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.

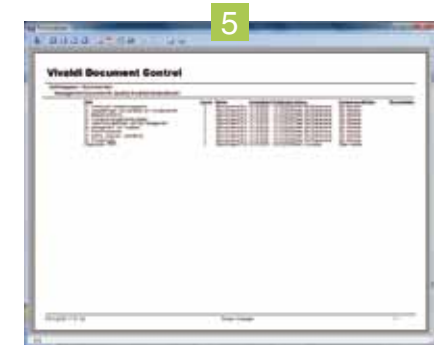
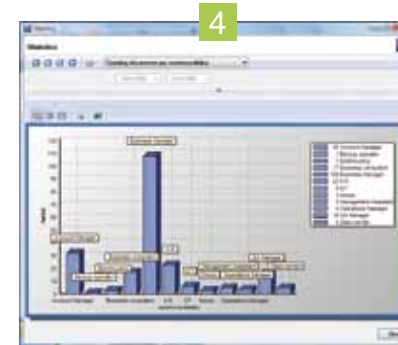
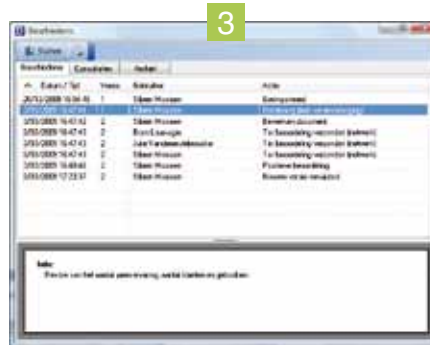
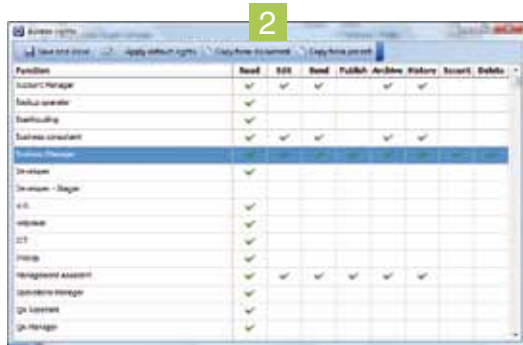
Certain standards such as ISO17025 demand periodic revisions of documents. Vivaldi Document Control does everything for you: at regular intervals you are automatically notified of the required revision. After revising a document you have the option of scheduling a new revision date right away.

# STRUCTURED DOCUMENT CONTROL: SIGNIFICANT TIME GAIN...



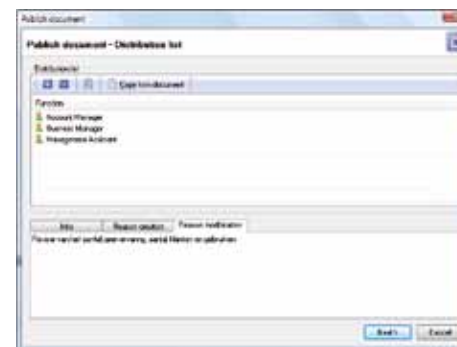
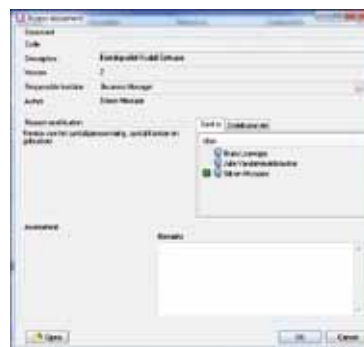
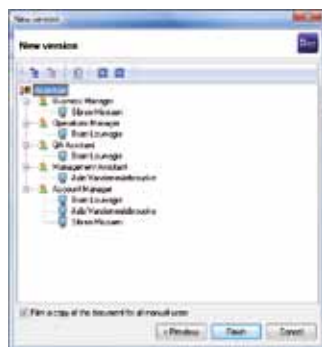
- 1 Instant overview by means of a recognizable tree structure as in Windows Explorer. Documents can be found in several locations in the tree structure but they only occur once in the system.
- 2 With the powerful search function on various properties such as code, title, version date... of your documents, you can quickly find what you are looking for. Furthermore, you can search the contents of most file formats (Word, Excel...).
- 3 You can choose to only view your own documents or to build your own set of bookmarks.
- 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 intranet client, even if they are on the other side of the globe.

- Vivaldi Document Control supports all file types.
- Vivaldi Document Control guarantees swift import of existing documents.
- Vivaldi Document Control automatically changes all data (version, publication date...) in the header of your MS Word or MS Excel documents.



- 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.