

Controlled Document Lifecycle Solution

Four steps to successful management

The Global Cents' solution for controlled documents delivers the workflows, reporting, permissions, document assembly, rendering, metadata and other essential configurations that you need directly within the Content Suite and Extended ECM platforms. By leveraging the power of the proven and trusted GCI PowerTools Suite we enable you to manage your controlled documents in a secure and efficient manner.

We accomplish this through four simple yet effective stages:



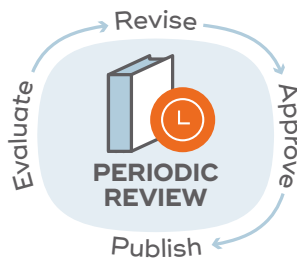
New documents

New documents are created and added to the repository: the original, native document and the published PDF version. Documents are reviewed and approved before formal publication. Read-only access to the published PDF documents is granted to all CDL users by default.



Revise Workflow

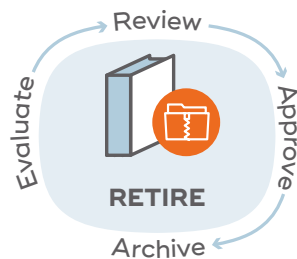
Documents selected for revision have the document's native file copied into the workflow. The native file is updated and reviewed within the workflow. When approved, a PDF of the native file is generated and electronically signed by the approvers. The signed PDF is added back as a version to the original document and the updated natives are added back as renditions of the new version.



Periodic Review

Documents often need to be kept updated, this involves a periodic review. This can be set to be annual, bi-annual, or tri-annual based on the document type. Outcomes of the periodic review are either no action (renewal) or one of two workflows, Revise or Retire.

The person designated to perform the periodic review first decides if the document needs to be updated or if it is a candidate for retirement. If the document is to be retired, then the Retire workflow is initiated. If the document requires revision, then the Revise workflow is initiated. If the document doesn't need to be retired or revised, the periodic review date is reset.



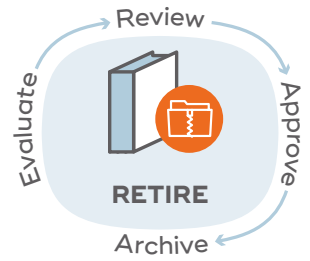
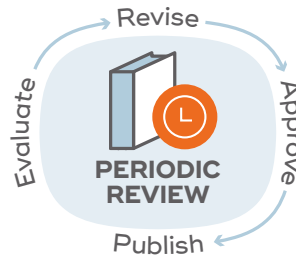
Retire documents

The purpose of the retire process is to move documents and their renditions out of the general population of the document system and into an online archive where documents remain for audit purposes. Access to retired documents is limited to those requiring audit access.

Controlled Document Lifecycle

- Reduces non-compliance risks
- Speeds review and approval process

- Standardizes compliance
- Reduces controlled document lifecycle costs



✓ Improved workflow automation by 100%

Notes

GCI PTD **GCI POWERTOOLS DEPLOYMENTS**

GCI PTW **GCI POWERTOOLS WORKFLOW**

GCI PTRV **GCI POWERTOOLS REPORTS & VIEWS**

GCI PTfD **GCI POWERTOOLS DOCUMENTS**

GCI PTDS **GCI POWERTOOLS DIGITAL SIGNATURES**

GCI PTES **GCI POWERTOOLS ELECTRONIC SIGNATURES**

GCI PTxA **GCI POWERTOOLS ARCHIVING**

GCI PTCE **GCI POWERTOOLS CONTENT EXPORT**

GCI PTI **GCI POWERTOOLS INFINOTE**

GCI PTV **GCI POWERTOOLS VIEWER**