



DOCUMENT CONTROL SOLUTION

BY FYB PTY LTD

The FYB Document Control Solution leverages Micro Focus Content Manager to deliver a seamless and efficient solution for drafting, authorisation and publication of quality documentation such as policies, procedures and work instructions to your intranet and website.



Using the FYB Document Control Solution will provide the following benefits:



- ▶ Enable your organisation to track the development of policies, procedures and work instructions from drafting through to approval, ensuring you are meeting industry compliance, recordkeeping and ISO 9001 standards
- ▶ Ensure staff or the public only ever see the latest approved version of a controlled document, reducing the risk of referring to out-dated or incorrect policies, procedures and work instructions
- ▶ Automatically schedule annual reviews of controlled documents, enabling them to be proactively kept up to date

Features

- ▶ Intuitive web interface enabling people to search and locate controlled documents quickly and easily
- ▶ Ability to categorise the publication of controlled documents on your website by topic and audience
- ▶ Advanced searching capabilities
- ▶ Ability to apply Content Manager workflow, actions and procedures or the document review functionality to facilitate the drafting, authorisation, approval and automatic publication process of controlled documents
- ▶ Automatically render a PDF or HTML copy of the authorised policy, procedure or work instruction and publish on your intranet or website
- ▶ Automatically generates new versions of the controlled documents that are ready for review in the upcoming month, attaching the workflow which will trigger notifications to responsible staff via email
- ▶ Maintains settings of the controlled documents from Content Manager through to publication
- ▶ Ability to publish externally
- ▶ Ability to apply organisational branding

Prerequisites

- ▶ Content Manager 9.x
- ▶ Access to the FYB Document Control Solution for editing and authorisation tasks requires the user to have a valid Content Manager License
- ▶ Ability to access and view controlled documents can be exposed externally by your organisation as required

Prerequisites

- ▶ Annual subscription based on your Content Manager License Count

Discover how the FYB Document Control Solution can streamline the publication of your policies, procedures and work instructions quickly and easily to your intranet and website. Contact us today to organise a demonstration and subscription pricing.