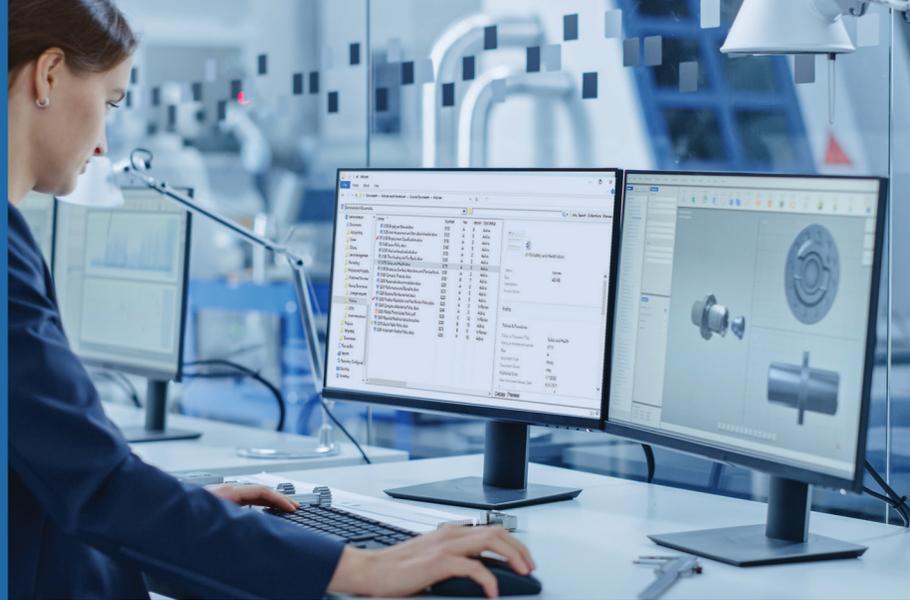


POLICIES & PROCEDURES



Policy managers, quality directors, document controllers, and HR professionals have an easy-to-use system to electronically prepare, distribute, and gain acknowledgment of important policies, procedures, SOPs, work instructions, manuals, and more.



Automate policy management for improved compliance

Manage policies and procedures in a centralized, controlled system that includes change management and log reporting to improve compliance.

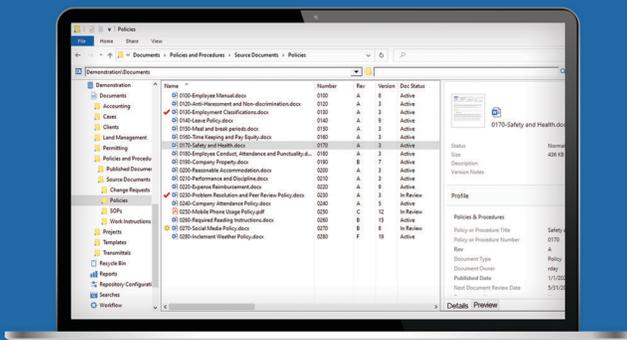
In Document Locator, as policies are created or revised, changes are captured in version control, and policies are routed electronically for approval. When published, workflow sends electronic notifications to groups of individuals or the entire organization for people to confirm they have read and understand. Intelligent reporting tracks everything for auditing and provides complete visibility to managers.

Document Locator provides a comprehensive approach that is document-centric and regulates the entire lifecycle of files. A familiar-to-use Windows-based experience makes it easy, and your existing policies can be imported into the system quickly without the need to re-create documents that are already in use.

WINDOWS INTEGRATION

Document Locator is a centralized platform for policy management, change control, and log reporting. Intelligent automation and reporting replaces manual tracking and spreadsheets so you remain in compliance.

Watch a Video
documentlocator.com/policyvideo



Windows integrated Policy & Procedure Management

Policy and Procedure Management Features

Organization

Keep policies consistently named and organized with auto-naming and auto-filing tools.

Version Control

Capture changes over time with automated versioning that eliminates manual tracking in logs.

Digital Signatures

Route policies automatically through DocuSign for digital signature approval.

Required Reading

Publish and distribute policies to groups or the entire organization and confirm they have been read.

Security

Manage policy development in a secure structure, and publish policies for staff to have self-service access.

Workflow

Use workflow to manage the review and approval of new or updated policies prior to publishing.

Reporting & Auditing

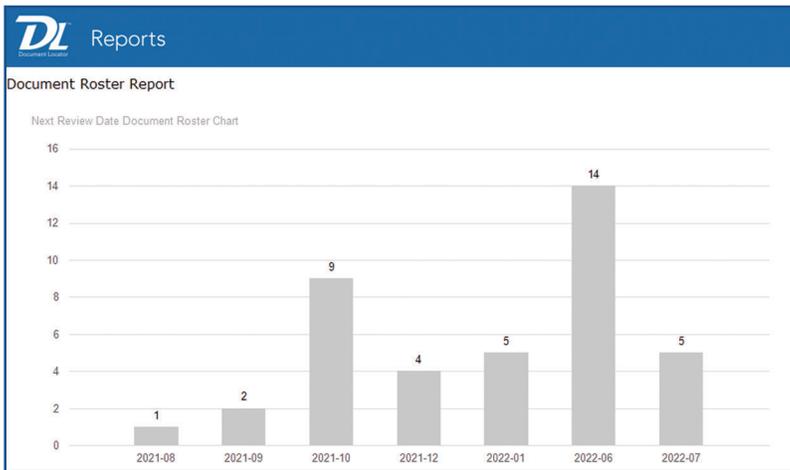
Capture evidence of policy actions and acknowledgements, and provide auditors intelligent reports.

Records Policies

Apply digital records management to policies. Set review dates for policy reviews, updates, and expirations.

Search

Find the policies you need fast with instant full-text and metadata searching.



See which documents are coming due each month, and drill down to see a list of documents and their owners.

Maintain visibility and quickly provide auditors the information they need to validate compliance with built-in reporting that tracks the entire lifecycle of policy documents.

Document Locator supports compliance with ISO, AS9100, ITAR, NIST/CMMC, and more.

“A recent FDA audit clearly demonstrated the value of Document Locator by reducing the time it took us to retrieve requested records in half.”

Bruce Hays
The Anspach Effort, Inc.

Microsoft
Partner

Gold Application Development
Gold Cloud Platform

Autodesk
Authorized Developer

Adobe
Solutions Network
COMMERCIAL DEVELOPER