



Rapid Workflow Development



ProcessIt™ Document Library 8.0

Controlled Document Suite

The ProcessIt™ Document Library is a Domino-based system for managing the approval and update of controlled documents. Whether for Sarbanes-Oxley compliance, policies and procedures, Material Safety Data Sheets, web pages or other uses, the ProcessIt™ Document Library leverages the power of ProcessIt™ Workflow, making it easy to define and modify document approval workflows of virtually any level of complexity.

Product Overview: The ProcessIt™ Document Library is a three database suite for managing controlled document creation, update and archiving:

- Document Approvals: ProcessIt™ 8.0 based workflow application with additional document library functionality. This includes a configuration interface for modeling the approval workflows for each document type.
- Published Documents: Reference database for reading, printing and reference uses of the currently approved documents. Used to publish approved, locked documents.
- Document Archives: Used for archiving obsolete or retired documents from the Published Documents database.

Documents can be generated from (or imported to) the Approvals Database for processing through pre-determined or ad hoc approval cycles. Once finally approved, documents are sent to the secure (no editing or deleting) Published Documents database for public or restricted access. Published documents can be revised via the approval process and sent to the Document Archive Database once replaced or retired.



ProcessIt 8.0 Document Library KEY FEATURES

Audit Trail	Consolidated preservation of approval and revision history.
Reviews	User specific subscription feature notifies via email if a subscribed document changes and allows for scheduled, programmatic, or adhoc review cycles for published documents.
Search	Supports full text searching and custom meta-data taxonomy design.
Security	Documents remain secure thanks to the extensive security capabilities of Lotus Notes and Document Library supports electronic signatures for all approvals. Designed for use with regulatory related applications like SOX, FDA, and EPA.
Setup	Setup is fast and easy.

For more information about ProcessIt™ Document Library 8.0, please contact your Teamwork Solutions account executive or Steve McIntosh at 614-457-7100 ext. 210 or smcintosh@teamsol.com.

