

# QUALITY MANAGER<sup>TM</sup>

## Document Control

### The Document Management System You've Been Waiting For

Managing your Quality means managing your documents. Now Quality Manager provides powerful yet easy-to-use tools with numerous features to make the paperless workplace a reality!

#### Manage Virtually Any Type of Electronic File

Using tools your users are already familiar with, you can manage Word files, Excel, PowerPoint and more.

#### Complete Change History

Includes capability to perform document comparisons between previous document versions. Auto archives old versions into PDF files.

#### E-mail review/approval notices

Users are automatically notified of documents awaiting their review or approval. Assign reviewers by roles.

#### Develop Document Approval Routings with Drag-and-Drop Ease

Set up a document routing structure in minutes. Set up company-wide templates for consistency and quality. Facilitates Automatic Revision Control, check-in and check-out capability.

#### Create Dependent and Referential Document Linking

Ensure quick and accurate referencing and automatically update referenced versions in documents. Plus, you can track paper distribution of documents and automatically notify users to return expired documents.

#### Specify and Customize Document Properties

Document properties can include details of approvers, reviewers as well as effectivity and expiration dates. Customizable meta-data enables quick searches and document retrieval. Upon document approval, users can be automatically notified for training. Allows creation of a table of contents for a group of documents.

#### Security and Part 11 compliance

Like all areas of Quality Manager, Electronic Signatures and Records are fully supported.



#### Key Benefits

- Reduces time to market through intuitive document change, approval, notification and distribution tools.
- An off-the-shelf, configurable software designed for rapid installation, implementation, and validation.
- Enable users to always have the right document anywhere and at anytime.

DOCUMENT CONTROL

For more information or a web-demo, contact Title21 Software, Inc.

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**TITLE 21**<sup>TM</sup>  
s o f t w a r e  
**Success Demands Control**



# QUALITY MANAGER™ Services

## Title21 Software's Commitment to Your Success

Title21 Software is committed to total customer satisfaction, starting from the pre-deployment planning stages throughout installation and on-going product support. Our objective is to help you meet your needs and exceed your expectations. Title21 Software can provide a variety of services to make your firm's Quality Manager implementation a successful and productive experience.

## Pre-deployment Planning and Configuration Services

Title21 Software offers tools and services to help you install and configure Quality Manager in your environment. With our Pre-deployment Planning Guide, we'll carefully guide you through each of the steps needed to ensure your deployment maximizes your Quality Manager investment. Our configuration services can help you configure Quality Manager to replicate your business processes and implement your Standard Operating Procedures.



## Data-Migration and Data-Integration Services

Title21 Software can help you migrate existing data into Quality Manager, such as data from legacy complaint handling systems. In addition, Title21 Software can employ several data lists you may already have in your legacy systems, such as customer lists, item master data, etc.



## Validation Services

Title21 Software offers validation protocols to help with the installation/qualification validation activities. In addition, we can help you develop your performance validation protocols based upon your end-user requirements.



## Training Services

Title21 Software will ensure you get the most out of your Quality Manager investment through comprehensive user and administrator level training. Our Quality Manager Certification program ensures users at various levels have the understanding necessary to achieve success.

## On-going Support

Title21 Software offers continual on-going support in the use of Quality Manager. We offer several different technical support packages, depending on your firm's unique support needs.

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SERVICES