



IBS America develops integrated compliance management solutions to help companies improve corporate governance and achieve sustained adherence to regulations and standards. Since 1993, we have delivered our systems and services to thousands of companies worldwide. IBS America is one of the very few compliance software companies certified to ISO 9001.

WEB-BASED COMPLIANCE MANAGEMENT SOFTWARE

Document Control Module



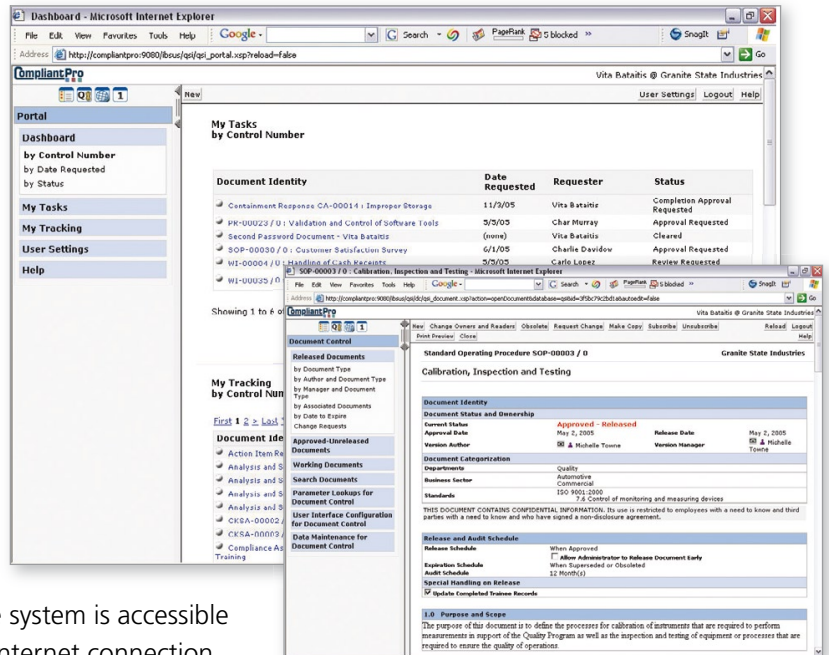
CompliantPro Document Control Module is a web-based, platform independent system that allows documents such as Procedures, Work Instructions, Specifications and Quality Plans to be created, edited, routed,

and deleted over the web. Workflow is selectable and flexible with real-time tracking of document status. The approval process can be parallel, serial or any multi-tiered combination of the two, with three levels of escalation and up to five back-up approvers per approver. Create and manage custom forms and layouts to meet unique organizational requirements right out of the box.

Benefits

- **Scalability and Extensibility:** This system is suitable for one location or global operations accommodating the expansion of any organization to the nth degree regardless of size. Initial setup is minimized and centralized resulting in rapid deployment and fast ramp-up.
- **Usability:** Upon initial entry the 'dashboard' view gives users an immediate view of documents requiring their action and personal documents that need tracking. Easily build and configure templates. Customize documents and layouts and configure all main areas of the system. Choose from Procedures, Work Instructions, Quality Plans, Specifications, Form Control Documents and Process Control Documents. This system can be compliant to any set of standards, such as OSHA, ISO or FDA, etc. Simply add the appropriate list of standards and pick and choose which ones you'd like to associate with your document. Populate documents with rich text, add and resize graphics and images and attach any file, including MS Office files like Word and Excel.
- **Workflow:** Workflow processes can be setup any way that suits your organization. Choose workflow combinations such as, parallel, serial, or any number of tiered combinations of parallel and serial on a per document basis. Real-time tracking gives you immediate feedback as to where a document is in the workflow process at any time.
- **Approval Status:** Approval status is traceable in real-time. There can be an unlimited number of approvers per document and up to five backup approvers per approver.

- Configurability:** All system buttons, field labels and email messages can be easily customized to meet individual organizational requirements or to make the system available in multiple languages.
- Mobility:** All you need is a web browser. CompliantPro is not bound by traditional client-server architecture. You are not tethered to a specific group, organization or business unit. The system is accessible at any time wherever there is an Internet connection. So even mobile units (i.e. trucks or PDA's) can access information from the road or wherever they are located.



Features

- Document Options:** Select document type, numbering system, audit period, release schedule, serial or parallel workflow, send for review or final approval, approver allowances, standard or customer specific form layouts.
- Review Process:** An optional review process allows reviewers to approve documents or disapprove with recommendations.
- Approval Process:** During the approval process documents cannot be edited and the status of documents is automatically tracked.
- Automatic Notifications:** All key document Processing events, including alerts of upcoming due dates, alarms when due dates pass, and escalations when document handling is overdue, can be configured to automatically send email notifications to appropriate recipients.
- In-Place Rich Text Editing:** No special word processing software is required to author documents with formatted text, tables, and images directly with the browser.

