

Document control

Document control is fundamental to quality, safety and risk management. Regulatory authorities and certification bodies require companies to put a document control process in place to make sure that controlled documents can be accurate, complete and up-to-date.

Document collaboration and control

Ideagen's solutions standardise and automate the document control process to make reviewing and making changes to controlled documents more effective and efficient.

PleaseReview is a document collaboration software application that enables real-time collaboration in document control processes including:

- document review
- document co-authoring
- document redaction

Q-Pulse is a quality, safety and risk management software application that integrates document control with quality, safety and risk management processes including:

- corrective and preventive action
- reporting
- training
- change control
- audit
- assets

Together, PleaseReview and Q-Pulse enable organisations to manage the document control process from a request for change, through review, acceptance or rejection of changes, approval, distribution and acknowledgement.



How can Q-Pulse and PleaseReview Help?



INVITE REVIEWERS

Make sure everyone involved is working on the same copy of the same document at the same time in a controlled, collaborative environment. Distribution lists let you consistently invite everyone who needs to be involved to take part in a review.



GAIN BETTER CONTROL

Gain better control over reviews by giving everyone involved permissions based on their role in the review, or by giving different permissions for different parts of a document. Keep documents confidential with secure, controlled access from inside and outside your organization's network.



MAKE CHANGES/PROPOSE CHANGES

Let everyone see and respond to each others' comments and suggested changes to cut down on duplication. Automatic emails let reviewers know when content is available for co-authoring or review or when anyone makes changes to their comments or suggestions.



ACCEPT/ REJECT CHANGES

Cut down on the time spent gathering and reviewing every comment and suggested change from everyone involved by reviewing comments in real-time. Give feedback to reviewers when accepting or rejecting comments and then automatically merge all accepted changes into a new revision.



BE AUDIT READY

Give auditors all the information they need by automatically creating a report of all activity on the review, including who suggested what change and why. Show a complete record and status of all comments, suggested changes and discussion threads, together with any author comments.



DISTRIBUTE DOCUMENTS

Help everyone work to the latest version of controlled documents by speeding up the revision process with customisable wizards. Copyholder list templates let you consistently distribute every revision of a controlled document to everyone who needs to sign off on it.



READ/ACKNOWLEDGE DOCUMENTS

Get faster turnaround by standardising and automating your document control process. Customisable approval workflows and business rules make sure that everyone can spend less time, effort and cost approving and acknowledging the documents they're responsible for.



REQUEST CHANGES

Lower the risk of document-related errors by giving copyholders desktop and mobile access to your organisation's change request process. This helps everyone make sure that the controlled documents they need can be accurate, complete and up-to-date.



REVIEW DOCUMENTS

Schedule reviews and remind everyone involved with automatic emails to make sure controlled documents can be accurate, complete and up-to-date. Show all changes to controlled documents with a history of every change request and review for every revision.



APPROVE CHANGES

Speed up document approvals with workflows that let people approve documents in parallel or in sequence. Approval list templates based on document type mean that people can approve the documents they're responsible for consistently and repeatedly.

About Ideagen

Ideagen plc develops software that helps companies in highly regulated industries to demonstrate regulatory compliance, while at the same time proving value.

Our products help organisations strengthen compliance and business oversight, mitigate regulatory, legal and commercial risk and improve operational performance, productivity and efficiency.

Our solutions include quality management, compliance management, safety management, audit management, performance management, risk management and process management.

For more information about our solutions, visit [ideagen.com](https://www.ideagen.com) or email info@ideagen.com.

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