

## ***The Next Generation of Document Management Software***

NextDocs Document Management software is the leading enterprise solution based on Microsoft SharePoint 2007. Our products are purpose-built for businesses in highly regulated environments.

NextDocs Document Management software extends the Microsoft SharePoint platform. Our products are cost effective, intuitive, flexible and scalable. With a web-based zero desktop install, NextDocs software is easy to learn and seamlessly integrates with all Microsoft Office applications.

**Businesses using NextDocs solutions can expect many benefits over legacy systems...**

- ☞ Full compliance
- ☞ Lowered costs
- ☞ Greater flexibility
- ☞ Increased productivity
- ☞ Improved control
- ☞ Reduced risk

**EASY TO USE** with a breadth of features, the NextDocs Document Management software provides the necessary support for compliance with FDA 21 CFR Part 11 and other federal regulations and international standards, for a fraction of the cost of proprietary systems.

NextDocs Document Management addresses the following business needs...

- ☞ Creation, collection and management of documents in a paperless environment
- ☞ Appropriate security and access control
- ☞ Quality control and compliance
- ☞ Auditing and reporting
- ☞ Document retention policies for records management

## **The NextDocs Advantage**

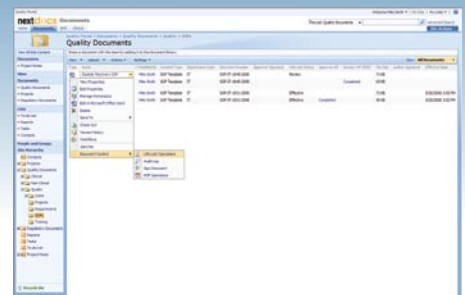
NextDocs enables businesses in regulated industries to comply with FDA and ISO regulations and ever-evolving standards—while at the same time automating processes, improving efficiency and dramatically reducing costs.

NextDocs was first to market and has the most SharePoint installs in regulated environments. Our hands-on expertise gives you the peace of mind that an experienced team is helping you manage your mission critical document management applications.

NextDocs solutions are off-the-shelf applications built on our revolutionary document and quality management products.

## **NextDocs Life Sciences Solutions**

- ☞ Regulatory Document Management
- ☞ Marketing Management
- ☞ Clinical Trials Document Management
- ☞ Project Document Management



**NextDocs Document Management** software is powered by Microsoft SharePoint and seamlessly integrates with MS Office applications. That means **NextDocs** is easy to learn, easy to use—and is significantly less expensive than outdated legacy document management systems.

## NextDocs Core Product Features

**Lifecycle** processes simplify document creation and allow you to manage the document from inception to obsolescence. Lifecycle Template Wizard provides an easy point and click method of lifecycle design.

**Workflow Designer** features drag and drop workflow creation to streamline processes such as review and approval.

**Document Versioning** automates tracking document changes. It provides major and minor versioning, version history and previous version restoration.

**Document Audit** provides a detailed log of information that is saved for every activity performed in the system. Auditing is available at all levels and provides full document, system or user history.

**Check In/Check Out** protects documents from being overwritten.

**Intelligent Document Numbering** applies a unique number to the document. The number is defined in a template and associated to the category of documents that it defines. Intelligent Document Numbers can contain metadata values, dates and/or predefined static values.

**Real time Adobe PDF Conversion** converts documents to Adobe PDF with just two clicks.

**Electronic/Digital Signatures** are applied directly onto the document, are as unique as fingerprints, ensure authenticity, save time, protect documents and satisfy regulatory requirements. NextDocs offers direct document signing as well as signature workflow processing. Workflows allow a group of users to review and sign documents quickly and efficiently.

**Metadata Tagging** tags documents within a folder or within a folder structure. The user determines the metadata and assigns a value. Tagging metadata will drive document and/or lifecycle decisions automatically.

**Save Folder Template** allows the user to save all or part of a folder structure as a template and determine which folder characteristics to save. Once it is saved, the template can be deployed to create new structures with the chosen characteristics.

**Watermark & Overlay** add layers to your document through the lifecycle template. They can be used to classify or provide security.

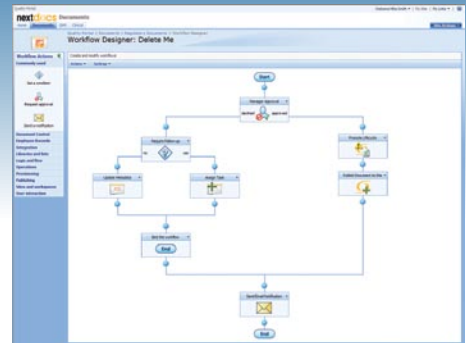
**PDF Permissions** provide security to Adobe PDF documents by allowing the assignment of passwords for document access or for document printing. It also provides the option to apply an "Uncontrolled Document" watermark to printed documents.



The winning combination of NextDocs and SharePoint allows full electronic document lifecycle management—from creation and approval to publishing and archiving—at less than 50 percent of the cost of proprietary systems.

### NextDocs Product Suite

- NextDocs Document Management Software
- NextDocs Quality Management Software
- NextDocs SOP & Employee Records Software



**NextDocs Workflow Designer** enables users to drag-and-drop workflows to streamline important processes (such as reviews and approvals), providing a flexible, configurable solution without the need for expensive custom programming.