

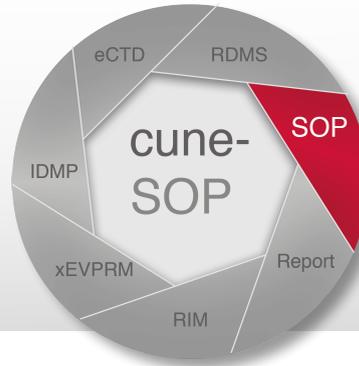
Advantages:

Save 30-50% in license costs

Reduce maintenance costs

Cut submission time

Cut audit preparation time



- **Integrates** all SOP management tasks within a single system including processes for creation/revision, review, approval and training activities.
- **Simplifies** creation of new SOPs and revision of existing SOPs (including those uploaded from external sources).
- **Streamlines** the draft review process with electronic circulation of drafts, one click acceptance/denial of proposed revisions and strict version controls.
- **Gathers** electronic/digital signatures of finalized SOPs according to FDA requirements published in 21 CFR part 11.
- **Creates and publishes** a secure PDF version of approved SOPs within the SOP library.
- **Manages** employee training by assigning training tasks, issuing email alerts and identifying follow-up activities. Differentiates when live training is required.
- **Tracks** training progress and documents employee proficiency on assigned SOPs using training quiz function.
- **Captures** employee training records within an easy to use training records matrix.
- **Reduces** audit preparation time significantly by issuing audit reports with several filters (i.e. by SOP, by function or by individual employee) to extract requested information.