

## Are you still pushing paper to manage documents?

The Document Control module helps you manage, share, change, control, and secure all your documents on-line

- **Create your documents in any software** you use
- **Upload documents** and send them for electronic approval
- **Receive notices** via email when you need to approve documents and vote electronically
- **Notify your staff** via email regarding any new or changed documents that affect them
- **Search, locate, use, bookmark, and link** documents easily with names, descriptions, or key words
- **Check out** documents to change them, **check in** documents once they're approved
- **Keep a complete history** of your documents with archives that include all revisions and records
- Use **document security** to allow your staff to view documents or restrict who can see them
- Keep your documents **secure** with encryption and back up protection
- Be compliant with **21 CFR Part 11**, the FDA's requirements for electronic signatures

equationASP® can be used for:

- **ISO 9001** and other quality standards such as AS9100, ISO 17025, ISO 13485, and TS 16949
- **ISO 14001** for environmental management
- **Business Continuity Planning (BCP)**
- **Lean Manufacturing**
- **Management Systems**
- Other **ISO Standards** such as ISO 18001, ISO 22000, and ISO 28000

equationASP® modules include:

- **Document Control**
- **Project Management**
- **Corrective Action**
- **Data Collection**
- **Internal Audits**
- **Surveys**
- **Customer Relationship Management**
- **Training**
- **Communications**

All equationASP® modules:

- Are **web-based**, providing easy access world-wide
- **Communicate** with your staff via email
- Are **integrated** or can be **mix and match** solutions
- Save you **time and money** compared with off-line systems
- Are **highly secure** with password, firewall, encryption, and back up protection
- Are **customizable** by your administrators
- Include on-line **Help, Customer Support**, and periodic **upgrades**
- Available **hosted by Prism** or **installed** on your servers
- Available in **English** and/or **Chinese/Mandarin** via Prism China [www.prismchina.com](http://www.prismchina.com)

