

DATASHEET ECM FUNCTIONALITY

# Document Control Suite

## Gain Control of Your Documents

ImageNow Document Control Suite eliminates one of the biggest barriers to business productivity — the proliferation of unsecured, untracked, unmanaged, and redundant documents. Document Control Suite allows users across your organization to create, edit and maintain documents using any desktop application. Document control can be initiated and tracked from ImageNow and WebNow, or performed directly from Microsoft Office and applications that support Web services.

The ImageNow Document Control Suite incorporates version control, library services, and Digital Signatures — a combination of capabilities that promote single-source collaboration, enhance efficiency and protect document integrity. At any point in a business process, users can check out the latest version of a document, check in a new version, review a history of revisions, digitally sign the document and more.

Document Control Suite is built on the proven enterprise content management foundation of ImageNow. Integrated seamlessly with other ImageNow features, such as user security, annotations, advanced searching, auditing, projects, tasks, e-forms, worksheets, workflow, and retention management, the ImageNow Document Control Suite supports the comprehensive management of your business documents throughout their entire lifecycle.

## Functional by Design

- ⊙ Manage virtually any type of document or file
- ⊙ Simplify document collaboration from creation to approval
- ⊙ Access any version of a business document instantly
- ⊙ Ensure there is only one master version of a document
- ⊙ Maintain the content integrity of managed documents
- ⊙ Securely comply with regulatory demands

## An Inside Look

### Version Control + Library Services

ImageNow provides an effortless approach to preserving the security and integrity of business documents. Through intuitive version control and library services functionality, Document Control Suite users can collaborate on key document management tasks within a variety of applications and user interfaces.

Function	ImageNow/ WebNow	Web Services (Message Agent)	Interact for Microsoft Office
Document creation and editing	✓	✓	✓
Check-in and check-out controls	✓	✓	✓
Version control	✓	✓	✓
Access controls (security)	✓	✓	✓
History and audit trails	✓	✓	✓
Review and approval workflow	✓	✓	

### Digital Signatures

Electronically sign any document within the Document Control Suite using advanced public-key infrastructure (PKI) technology embedded into ImageNow, WebNow and applications that support Web services. This technology:

- ⊙ Employs private- and public-key encryption (Asymmetric cryptography)
- ⊙ Conforms to NSA-approved Suite B cryptography standards and FDA 21 CFR Part 11 regulations
- ⊙ Tracks auditing details such as verification, voiding and history

Legally binding digital signatures authenticate the signer of a document and verify the integrity of a signed document's content within your business environment while strengthening compliance with Sarbanes-Oxley, HIPAA, FERPA and other regulatory initiatives. Additionally, an addendums feature within Document Control Suite allows pages to be appended to a digitally signed document while maintaining the integrity of any existing digital signatures.

- Document Imaging
- ▶ Document Management
- E-forms
- Workflow
- Records and Information Management

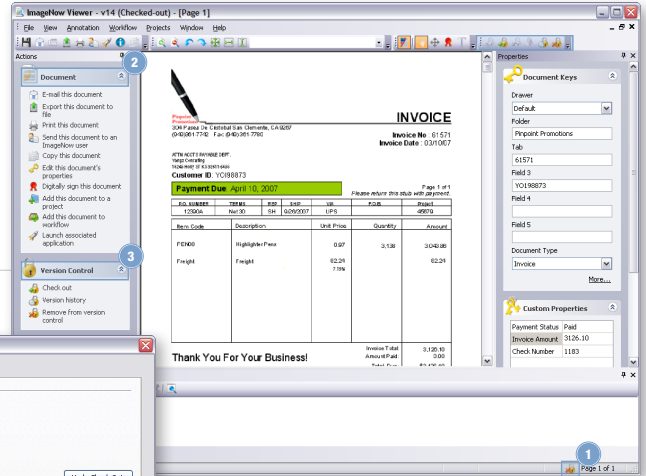
## ImageNow Document Control Suite

### Version Control and Library Services

Glance at visual cues to determine if a document is checked out and which version is active.

Quickly access features that support daily document management tasks.

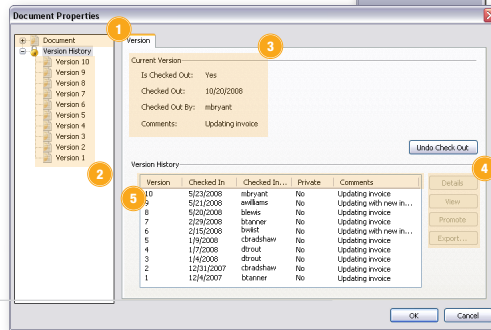
Instantly check in or check out a document and view version history information.



Navigate quickly to the right document using an intuitive tree view.

Select the current version or a previous version of a document.

Review the status of the current version.



View, check out or promote a document, or get more details.

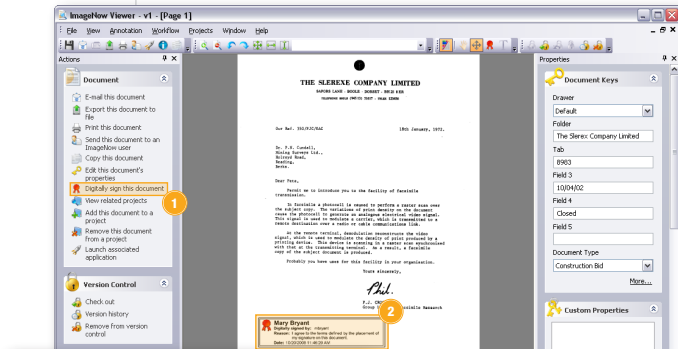
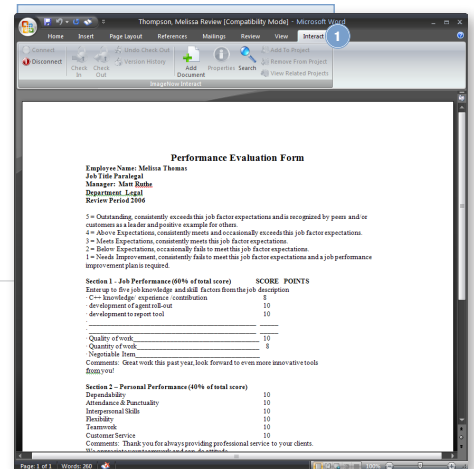
Skim key information about every version.

### Digital Signatures

Authenticate and verify the contents of any document.

### ImageNow Interact for Microsoft Office

Directly access ImageNow version control and library services functions from Microsoft Office.



Glance at visual cues to determine if a document is signed.

View vital details about a digital signature.

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