



# DOCUCONTROL

BY FYB PTY LTD

The FYB DocUControl leverages OpenText Content Manager to deliver a seamless and efficient solution for the publication of quality documentation such as policies, procedures and work instructions.



Using the FYB DocUControl will provide the following benefits:



- ▶ Enable your organisation to track the development of controlled documents from drafting through to approval, providing you with one source of truth and ensuring you are meeting industry compliance, recordkeeping, ISO 9001 and SA/SNZ HB 168 standards
- ▶ Ensure staff or the public only ever see the latest approved version of a controlled document through an intuitive web interface at anytime from anywhere, reducing the risk of referring to out-dated or incorrect policies, procedures and work instructions
- ▶ Automatically schedule annual reviews of controlled documents, enabling them to be proactively kept up to date

### Version 3.2.X Features

- ▶ Intuitive web interface enabling users to search for controlled documents by Title, Record Number, URI, Keywords and classification
- ▶ Filter and sort results using customisable metadata fields
- ▶ PDF Rendering module included to automatically render and display a PDF copy of the controlled document
- ▶ Browse by customisable categories, topics and A-Z
- ▶ Advanced searching capabilities with customisable metadata fields
- ▶ Track whether documents have been acknowledged by each user, enabling them to sign off that they acknowledge the document once viewed
- ▶ Upload controlled documents and view any recently uploaded
- ▶ Add controlled documents to your favourites
- ▶ Maintains settings of the controlled documents from Content Manager through to publication
- ▶ Download single or multiple controlled documents as original or PDF format
- ▶ Share single or multiple controlled documents via email or copy links to clipboard
- ▶ Downloaded controlled documents contain a watermark with the downloaded date and active audit event of the record is updated with details of who downloaded the record
- ▶ Intuitive Administration Console providing you the ability to configure:
  - Navigation and Browsing options
  - Record Type and Metadata options
  - Site appearance and apply organisational branding
  - Document review periods, responsibilities and email content for notifications
- ▶ View and export document statistics, including; overdue documents or those nearing review
- ▶ Ability to apply Content Manager workflow and actions or a Power Automate Flow to facilitate the drafting, authorisation, approval and automatic publication process of controlled documents
- ▶ Ability to apply different Content Manager workflows to individual controlled documents
- ▶ Automatically generates new versions of the controlled documents that are ready for review in the upcoming month, attaching the workflow which will trigger notifications to responsible staff via email
- ▶ Customisable email notifications for document reviews, overdue documents and when a new document has been published

### Prerequisites

- ▶ Content Manager 10x, 10.1x, 23x
- ▶ Please refer to the FYB DocUControl page on our website for a detailed list of prerequisites

### Terms and Conditions

- ▶ Subscription pricing

Discover how the FYB DocUControl can streamline the publication of your policies, procedures and work instructions quickly and easily to your intranet and website. Contact us today to organise a demonstration and subscription pricing.