

ViClarity DocQment

Centralised. Accessible. Controlled.

Gain complete control over your document lifecycle with our easy to use, centralised and automated cloud-based solution.



More than just a document storage system

Organisations of all sizes often find it difficult to manage internal policies and procedures across their business. Keeping documents organised, available and up to date is a time-consuming challenge.

ViClarity's DocQment, automates the management of documents from start to finish, from **access, review**, through to **approvals** and **acknowledgements**.

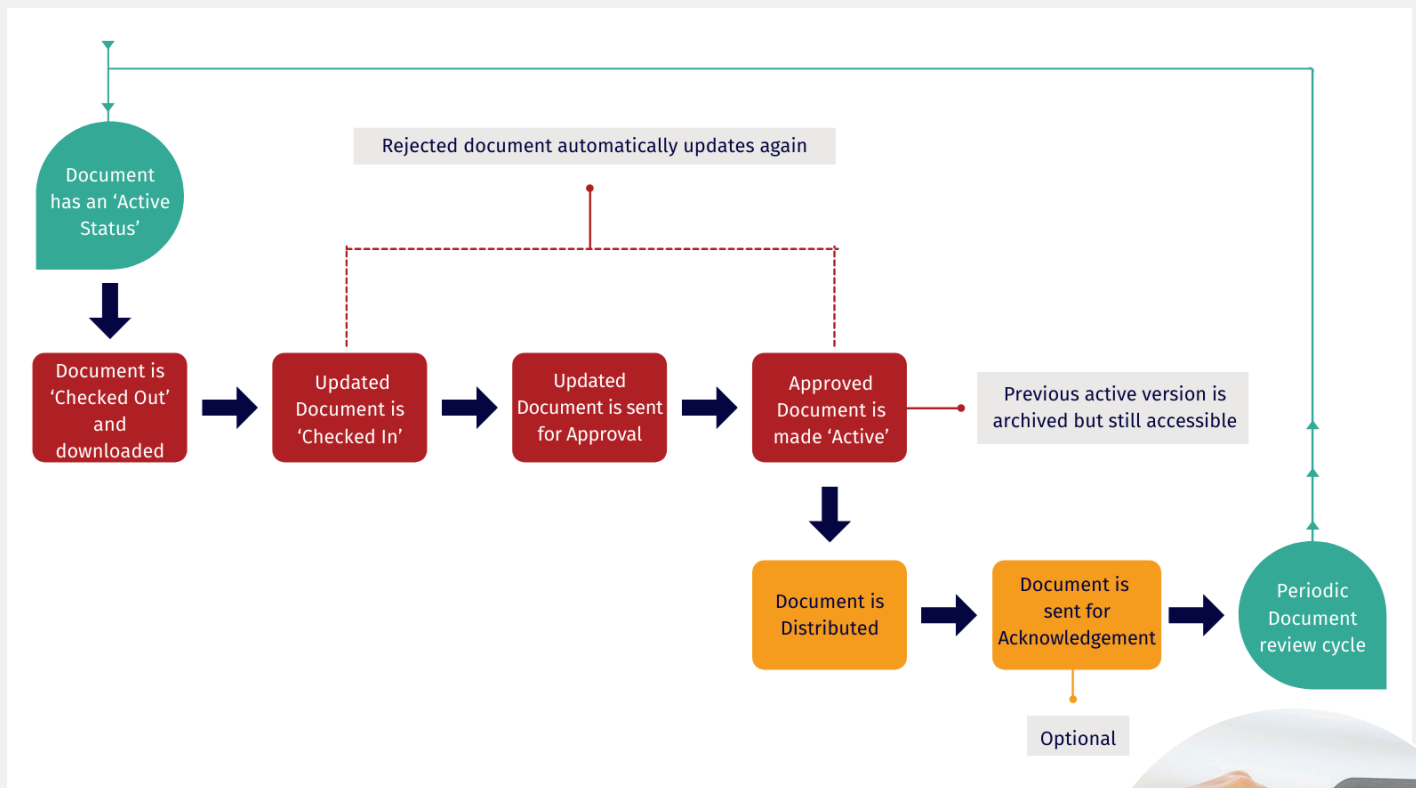
Developed with client needs in mind

Most businesses generate a tremendous number of documents, and it is difficult to locate, update and distribute the ones you require. To address this issue, we collaborated with our users to create a documentation solution that provides **streamlined methods** to easily manage the organisation's documents in one **centralised location**.

Main Features

- ✓ **Document Control Table** provides the full history of each document, ensuring that all important details are readily available
- ✓ **Bulk Document Uploader** removes the complexity and time associated with uploading large volumes of documents
- ✓ **Automated Document Numbering** provides you with a consistent numbering convention
- ✓ **Ability To Tag Specific Regulations** links policies to external websites, documents and references
- ✓ **Check-In & Check-Out** allows users to easily control the updating and editing process of documents
- ✓ **Automatic Review Cycles** automates the process of notifying the owner prior to a document review date and brings them through a structured review process
- ✓ **Document Archiving** enables you to store and archive inactive or obsolete documents
- ✓ **Extensive Search Capabilities** allows end-users to easily retrieve documents in seconds

The Process Of Managing Document Reviews Has Never Been So Easy



Maintain Complete Control Over Your Documentation

Organisations must adhere to the highest standards of document management and security to ensure their policies and procedures are up to date.

ViClarity's Document Management software includes **document retention, role-based security, and audit trails**. Built based on feedback from our clients and regulators alike, ViClarity's system will ensure the processes followed within the platform aligns your organisation with regulatory expectations.

Don't settle for a manual process or a system that is difficult to manage. Speak to our team today about our easy-to-use Document Management system, DocQment.

ViClarity

Contact us today to learn more about DocQment - ViClarity's Documentation Solution

FOR MORE INFORMATION VISIT

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