



Centralized. Accessible. Controlled.

Take control of the **document management** lifecycle with our easy-to-use, centralized and automated cloud-based solution.



Expect more with ViClarity.

This is more than just a document storage system. Organizations may find it difficult and time consuming to keep policies and procedures documented, organized and readily available. ViClarity's Document Management System automates the management of documents, including controlled access, review, approvals and acknowledgements.

Developed with clients in mind.

Organizations generate countless documents which can be difficult to locate, update and distribute when needed. Our users sought a solution to address this problem and we listened. The Document Management System provides streamlined processes to easily manage your organization's documents in one centralized location.

Key Features

- + **Document Control Table** provides a full history of each document, ensuring that all important details are readily available.

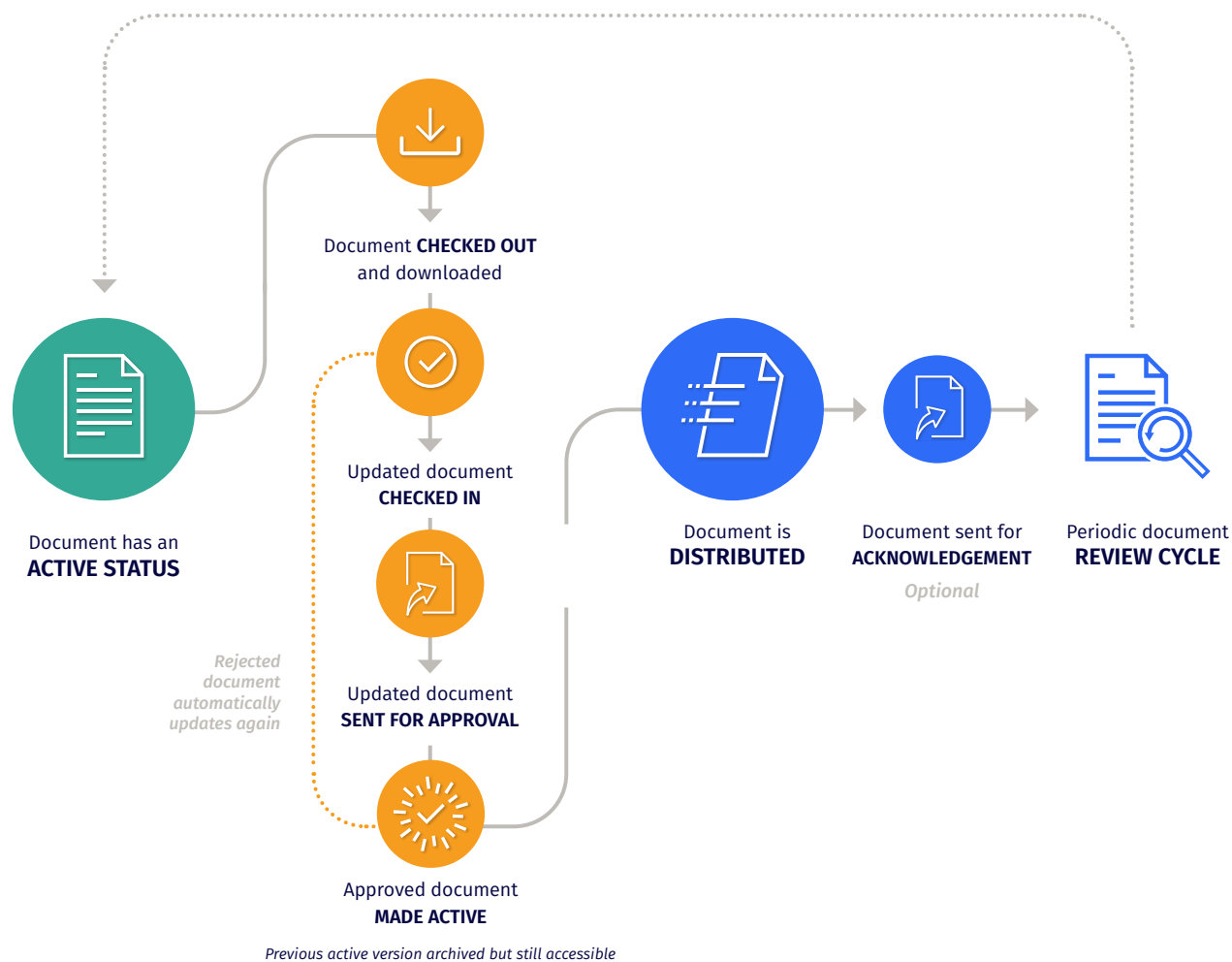
- + **Bulk Document Uploader** removes the complexity and time that comes with uploading multiple documents simultaneously.

- + **Automated Document Numbering** generates a uniform numbering system so current versions are searchable and easy to find.

- + **Check-in & Check-Out** allows users to easily maintain version control when editing files.

The Document Management System is available both within the ViClarity GRC platform and as a stand-alone technology solution. New ViClarity GRC clients will have the option to utilize our standard implementation service, or add Advanced Onboarding services for additional assistance.

A Document Lifecycle, Simplified.



Take Control of Your Documents

As an organization within a highly-regulated industry, you must adhere to the strictest standards of document management and security to ensure your policies and procedures are up to date.

We applied input from ViClarity users and industry regulators alike to create our complete document management system which includes document retention, role-based security and audit trails to ensure your organization meets regulatory expectations.

Don't settle for a time-intensive manual process or complicated document management system. [Speak to our team today](#) about introducing ViClarity's complete Document Management System into your organization's document oversight processes.

ViClarity

Contact us today to learn more about how ViClarity GRC and our Document Management System can make compliance and document management easier for your organization.

FOR MORE INFORMATION VISIT

www.viclarity.com

844.731.6080 | info@viclarityus.com