

The NextDocs Document Management System



Comprehensive Document Management Capabilities in a SharePoint-based Environment

The NextDocs Document Management System delivers everything you expect in a regulatory compliant enterprise content management solution, all in a SharePoint environment.

The NextDocs Document Management System is built on the NextDocs Compliance Platform, which provides an integrated and extended set of features to address 21 CFR Part 11 and similar regulatory requirements.

And since it leverages Microsoft SharePoint's familiar user interface and seamless integration with Microsoft Office applications, user ad options far easier and faster than with traditional proprietary document management systems.

With modules for Regulatory Documents, Clinical Documents and SOP Management, the system provides out-of-the-box solutions to the most typical requirements of life sciences companies. In addition, the NextDocs solution fits readily into an existing SharePoint infrastructure.

The result is less configuration effort, faster deployment and reduced IT infrastructure costs.



ISV/Software Solutions



The NextDocs Difference: Compliance without Complexity

The **NextDocs Document Management Systems** are off-the-shelf applications that address all FDA 21 CFR Part 11 requirements. Built on the **NextDocs Compliance Platform**, they are 100% browser-based and completely integrated into the SharePoint framework.

SharePoint's familiar user interface and seamless integration with Microsoft Office applications provide a familiar environment for users. IT professionals enjoy the fact that NextDocs modular solutions install directly into their SharePoint environment, extending rather than replacing familiar system administration processes. The result is faster deployment, higher adoption rates and far lower costs than alternatives based on legacy platforms.

The NextDocs Compliance Platform

The NextDocs Document and Quality Management systems are built on the NextDocs Compliance Platform which addresses the entire range of 21 CFR Part 11 requirements.

- 🔗 **Lifecycle management** allows management of the document from inception to obsolescence
- 🔗 **Version tracking** with major and minor versioning, version history and previous version restoration
- 🔗 **Audit trails** provide a detailed log including every activity performed in the system
- 🔗 **Check In/Check Out** controls to prevent documents from being overwritten
- 🔗 Configurable **document numbering** allows flexible numbering schemes
- 🔗 Real time **Adobe PDF conversion** triggered by document state or workflow step
- 🔗 **Electronic/Digital signatures** that address all regulatory requirements
- 🔗 **Metadata tagging** that can drive folder placement and/or lifecycle decisions automatically
- 🔗 **Folder templates** that allow all or part of a folder structure to be saved as a template
- 🔗 Controlled document management including configurable application of **watermarks & overlays**

