

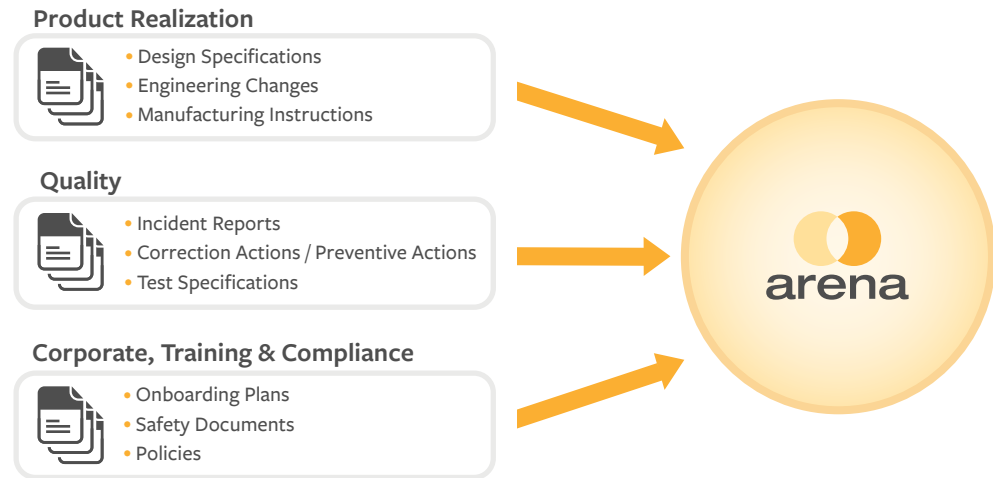


Document Management

Better Control and Compliance Using Arena

Overview

Competing in today's global economy requires delivering high quality products to market, while adhering to industry standards and regulations. Your success requires managing many different processes while collaborating with quality, regulatory, engineering, operations, and corporate administration teams. Arena controls the documentation that supports all of these processes. When you provide team members instant, controlled access to documents, you streamline your processes. Managing your documentation in Arena simplifies meeting today's demanding speed, access, security, and compliance requirements.



Benefits

Unified

Simplify corporate-wide document control management by using a single enterprise system for product, quality, training, and related processes.

Collaborative

Develop, share, and improve documentation with your entire team. Benefit from an easy-to-use document change and approval solution.

Controlled

Provide access to the right revision of the right document anytime and anywhere, based on secure access roles.

Configurable

Create, customize, and maintain user access privileges and approval workflows.

Compliant

Be confident when facing FDA, ISO, or other audits. History in Arena demonstrates that you adhere to corporate procedures for document control. Approve your controlled documentation easily using 21 CFR Part 11 compliant electronic approvals.

Traceable

Maintain a complete history of document changes and approvals.

How It Works

Arena provides a single enterprise solution to manage the documentation that supports product realization, quality, and corporate processes. With easy to configure change control processes, secure access roles, simplified search, and historical audit trails, we give you a better way to manage all of your critical documents. Creating, tracking, and approving documents has never been easier.

Key Benefits	What Document Management Does
✔ Compliant	Helps ensure compliance in environments subject to Corporate, ISO, OSHA, SOX, FDA, and other regulations.
✔ Internal and External Collaboration	Provides secure formal and informal collaboration methods. Offers ad hoc collaboration with short term partners or prospective partners.
✔ Faster Search and Updates	Makes finding, tracking, and updating documents simple. Links documents to related records for easy reference.
✔ Access to Latest Version	Removes access to older versions. Enables teams to share only the latest version of documents with Arena Smartlinks.
✔ Data Integrity	Eliminates multiple silos of information and duplication of records. Facilitates global review and approval with a robust workflow designed to work across the supply chain.
✔ Traceability	Tracks both in-process versions and released revisions of all documents. Ensures that key team members can view and access current or prior revisions as governed with access controls.
✔ Awareness	Notifies all subscribers of any document when new revisions are released.
✔ Secure Access	Ensures access is granted only to those with proper security access control.

Improve Company Performance Today

With Arena, you can eliminate silos of information and make compliance a snap. So, start using Arena today to gain more control of your documentation.

To find out how you can join our community of innovative customers, contact sales@arenasolutions.com or call 1.866.937.1438