Author-e

For QM

In a Quality Management system a lot of documentation activities take place within you organization: writing and evaluation of quality manuals and standard operating procedures, writing audit plans and reports, registration of follow up and more. These activities are executed by the members of your quality control circles, which brings about several challenges. First, documentation is mailed back and forth or is up- and downloaded from your Document Management System (DMS), each time a member has made a change. Not only is it difficult to keep track of the latest version of all content, it also means only one person at a time can work on the final document. Secondly, not all members have equal rights in the authoring process, yet with current solutions, enforcing this requires many work arounds. Thirdly, when one member asks another to review content, the former has to wait for the review before the process can be continued, wasting precious time.

Author-e is a Document Management System with integrated collaborative authoring functionalities. It represents our answer to applications such as Google Docs for collaborating professionals, by enabling simultaneous editing combined with tracking functionalities to monitor the documentation process. Over almost 20 years, Author-e has helped numerous organizations with improving their documentation processes. Among other things, clients especially appreciate Author-e's ease of use.

> *"I have received a short explanation of Author-e from one of my colleagues. After briefly using the product I quickly understood how it works."*
> **- drs. M. Bruggink**
> **Expertisecentrum Nederland**

Create, review and approve documents: Using workflows and tasks, insights in progress of process and audit documentation can be gained through the notification center.

Multi-channel publications: Process documentation and reports can be published to multiple formats, such as Word, PDF, e-Pub, HTML and XML. This ensures any organizational requirement regarding publications can be met.

Central layout management: Templates and centralized standardization of fonts, font size, captions, text alignment and spacing ensure that all your documents are consistent with your corporate identity and organizational standards. Forms can be used to standardize data input.

Reusability of content: Sections and documents, such as ISO, NIAZ and JCI norms that we provide but also your own documents, can be embedded in other documents. This enables modifications to documents to be reflected in all documents that use them, eliminating double maintenance, copy-pasting and confusion about what is the latest version.

Simultaneous writing: Authors can work on the same document at the same time. This prevents locking of documents, thus increasing efficiency.

Version control: All previous versions of documents and files are retained, and can be restored if necessary. This is absolutely necessary to comply with norms and legislation, and allows you to look back at documents that were effective in the past.

User access management: Roles & rights can be defined not only at the document level, but also at the section level. These rights are automatically inherited to sub-sections. This allows enforcement of refined access policies.

Digital signatures: Workflows can be coupled with digitally signing off tasks. This, combined with version control, ensures traceability of actions, as well as accountability.

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Interested in joining our user base?

Watch product video: **www.authore.com/videos.html**

Request a demo: **www.authore.com/demo.html**

Security & confidentiality

Author is hosted on protected servers supplied by an ISO 27002 and NEN 7510 certified hosting provider in the Netherlands, not subject to the Patriot Act. Full data backups are made weekly, with incremental backups made every day. Your data is kept confidential using encrypted communication with the server, and a non-disclosure agreement. Author-e also provides an on-site solution deployment. Companies and institutions below have acknowledged our solution's compliance with their security requirements. Will your organization be the next?

Author-e users