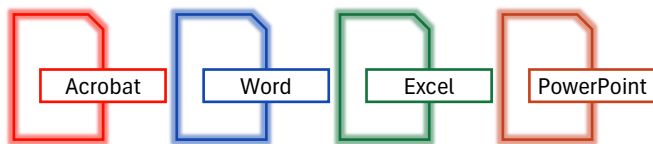# DOCS ASSURE
Electronic Documents Repository

The procedures documented by various departments are centrally controlled by document controller who manages provision of authorized document to the respective users and ensure that these are being timely updated and ensure that current authorized versions of the procedures are available for use.

Documentation is backbone in quality management systems. This ensures activities are carried out according to the currently authorized version of written procedures.

When there are hundreds of documents; their management and control becomes difficult to handle manually. DOCSASSURE facilitates the document controller to easily mange the documents.

FEATURES

- **Simple and convenient to use:** Minimum training is sufficient to enable the user to use the software.

- **Supported document formats:** Documents in DOC/DOCX, XLS/XLSX, PPT/PPTX and PDF format can be added to the repository.

- **Documents once saved in the repository cannot be lost:** No document is deleted until its disposal date is crossed.

- **Accessible to authorized users:** Depending on one's privileges; only the current versions of documents are available to the users to view, print (as PDF) and download (in their original format). When documents are updated; access to the obsolete version of the documents is restricted only to the users authorized to access obsolete documents. The obsolete document are not deleted but kept in repository until the disposal date is arrived.

- **Maintains documents access history:** When by whom the document is added, viewed, electronically signed, viewed and printed.

- **Electronic signatures:** Gives provision to e-sign the documents that appear on the footer on each page. Indicating name, designation, date with time and manifestation of signing the document.

- **Configurable permissions for documents to:** User privileges can be set to limit users to add, download, update, Lock / unlock, view and print.

- **Easy searching:** Documents are searchable by words from document title, User-defined tags, Last modified date.

- **Keeps eye on documents:** Document reaching the review date are reminded.

- **Strong password security:** Passwords using combination of letter in lower and upper case, digits and symbol providing practically make impossible to unauthorize access and e-signing.

- **Separate passwords for logging in the software and signing the passwords**

- **Documents linking:** Can link Documents to other document. Many documents can be linked to one document. A document cannot be linked to many documents.

- **Lock or unlock documents**: When access to a main document is locked; all related documents will be locked; but not the other way. Similarly; the related documents would be unlocked only when main document is unlocked. The locked documents can be viewed, printed or download only by user with privileges for locked document.

- **Saves Times:** Less time wasted on manually locating, retrieving, editing, and re-filing paper documents on demand

- **Saves Cost:** Saves money on printing, transactions, and storage.

- **Acceptability: DOCSASSURE** complies current Good Manufacturing practices requirements viz. Secured access, electronic signature and validation that makes it acceptable for regulatory authorities

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