

EMC Documentum Compliance Manager

Automating controlled content processes to meet quality and compliance goals

THE BIG PICTURE

- **Promotes compliance** with Good Manufacturing Practices, OSHA regulations, ISO 9000 quality guidelines, and 21 CFR Part 11 electronic recordkeeping
- **Automates the management of controlled content** such as financial reports, material safety data sheets, standard operating procedures, product documentation, marketing materials, and engineering drawings
- **Supports local languages** (including English, French, German, Japanese, and Spanish) to facilitate a global deployment
- **Incorporates the best practices** of many successful global implementations of EMC Documentum compliance solutions for managing controlled content

When controlled content is out of control

Controlled content often exists as a combination of paper documents, collected in binders and distributed manually, and electronic files routed for editing and approval using e-mail. Paper documents are a burden to store, even more difficult to share widely, and they can quickly become outdated and thus unreliable. Electronic content reduces the storage and distribution problem, but as e-mails circulate their attachments may be revised, resulting in different versions in use across the organization. Whether involving paper documents or e-mail attachments, poor controls can result in a host of problems:

- Employees may work with incorrect or out-of-date information, which can drag down an entire organization.
- Review and approval cycles, as well as document tracking, often take too much time and too many resources.
- Distributing new or revised documents costs more than it should.
- Process may not comply with regulations and standards, causing inefficiencies and possibly leading to legal consequences.
- In industries such as manufacturing, cycle times can be prolonged, citations issued, and operations shut down.

EMC® Documentum® Compliance Manager offers a better way. Instead of cumbersome and disjointed manual processes, Documentum Compliance Manager (DCM) offers an automated, integrated online environment for creating, reviewing, revising, approving, distributing, and auditing controlled content.

The advantages of EMC Documentum Compliance Manager

Because Documentum Compliance Manager replaces unreliable and inefficient processes with automated controlled content management, it dramatically reduces the time and effort employees spend managing controlled content.

DCM can audit all controlled content activities, enabling relevant parties—users, managers, external agencies—to know when and why changes were made. And by helping organizations meet quality objectives and comply with internal and external regulations and standards, DCM can reduce operating costs, minimize waste, errors, and production delays, and deliver products to market faster and with greater confidence. With DCM, you can:

- Easily respond to external regulatory agencies and internal auditors
- Quickly determine who has interacted with content, as well as when and why

- Detect attempts to alter or remove documents
- Enforce signatures and proper approvals
- Ensure content authenticity
- Ensure document retention for required periods

Key DCM features designed for real-world needs

DCM meets and exceeds customer requirements for the management of controlled content.

- **Secure, globally accessible repository:** Retrieve safeguarded documents from one location for review and approval.
- **Intuitive web interface:** Get up to speed with little or no training; easily access available content.
- **Automated change management:** Apply change management processes globally to minimize cost and delays.
- **Document signoff with enforced justifications:** Meet regulatory requirements such as 21 CFR Part 11 with electronic signatures on approved versions.
- **Proactive notification and tracking:** Satisfy auditor and regulator acknowledgement requirements.
- **Full document and user audit trail:** Store signoffs in the audit trail to ensure validity and capture the document's history.
- **Print control with banner and watermark:** Audit printing, restrict printing to authorized users, and manage hardcopy distribution.
- **Configurable document lifecycle:** Adapt DCM to new or existing customer business rules for document review and approval.
- **Rapid search capability:** Quickly locate the most current content relevant for a given business situation.

Leverage the EMC Documentum content server and repository

Documentum Compliance Manager is built on the EMC Documentum platform and content repository, which includes Documentum-based lifecycles and workflows, Trusted Content Services for audit trails and digital signatures, and the Documentum client development environment (Web Development Kit) and tools. Java-based DCM is designed to blend seamlessly with any J2EE-based web development and deployment strategy.

The business rules that enforce compliance are exposed as a set of DCM services and components through the EMC Documentum Business Objects Framework. This makes it easy for integrators, partners, and customers to create applications that work with DCM by simply implementing and validating user interface controls; no changes to the underlying business logic are required.



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Take the next step

To learn more about managing controlled content with EMC Documentum Compliance Manager, visit www.EMC.com or call **800.607.9546** (outside the U.S.: +1.925.600.5802).