COSMO Document Control

Part of COSMO Quality Management Pack

COSMOCONSULT

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COSMO Document Control is an extremely efficient and smart system for controlling regulatory and audit documents. It provides fast and effortless access to the world of managed templates, document files, controlled documents and workflows.

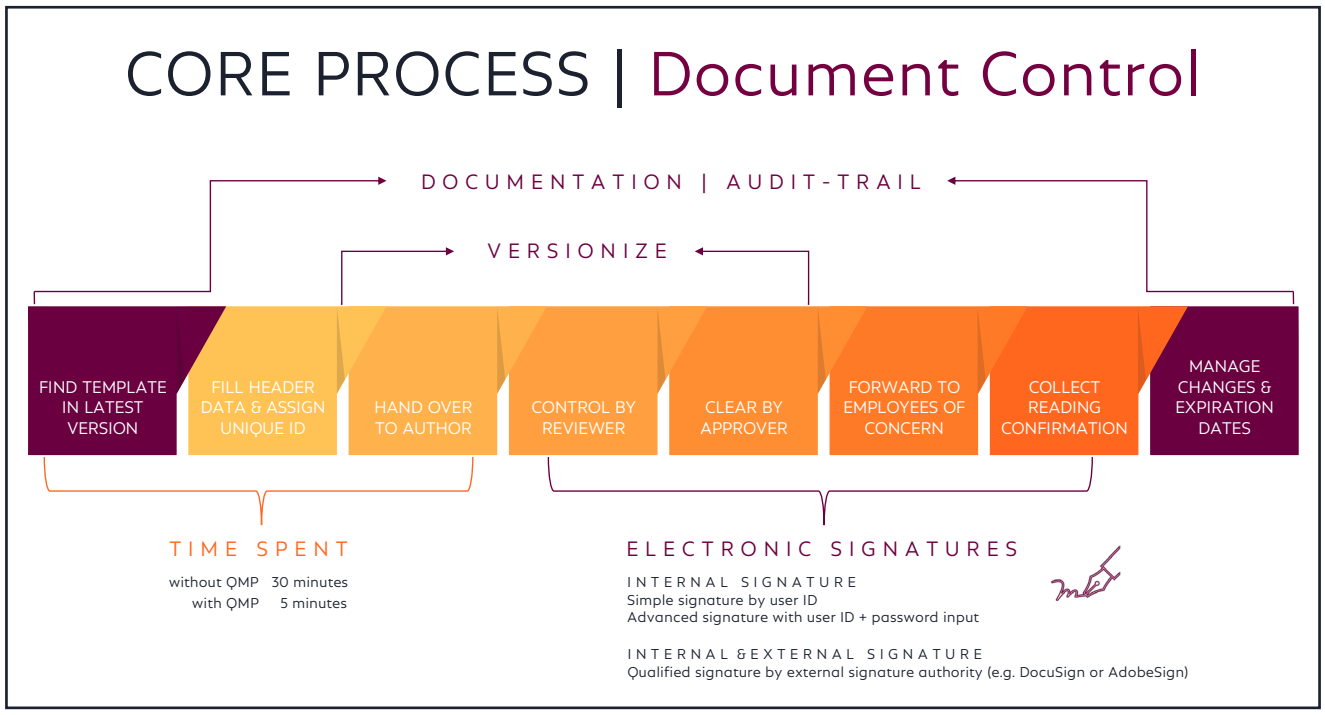
The basis for this is the **COSMO Quality Management Pack** (QMP) platform, which ensures transparent processes and a standardized, continuous audit trail. It versionizes all content and visually highlights every change in document comparisons so that they can be identified explicitly. Various workflows ensure that tasks are assigned, documents published and reading confirmations obtained.

COSMO Document Control can be operated stand-alone and regardless of any specific platform. It is available as on-premise solution as well as a cloud service. A significant advantage is that you can extend the QMP platform with pretty much any additional process you might need. If required, an integration into leading applications can be carried out as well.

You can rest assured knowing you'll maintain flexibility in implementing your scenarios at all times. Whether if it's a cloud or a classic on-premise solution you're going for, you'll remain completely open to all future changes as you can migrate in any direction at any time.

The integration to Microsoft 365, Microsoft SharePoint Online and Microsoft Teams is already included in the standard. Other Microsoft Dynamics products can easily be integrated due to the common technology platform. Even systems from third party providers can be integrated seamlessly.

COSMO Document Control is also customizable regarding processes in all other business units. This way forms, workflows, views or even reports can be redesigned and extended. Even processes and workflows that are already being used „live" can be adapted and extended without interrupting operations. To get you started immediately, we provide a variety of templates, such as user-friendly dashboards, online help and KPI reports.



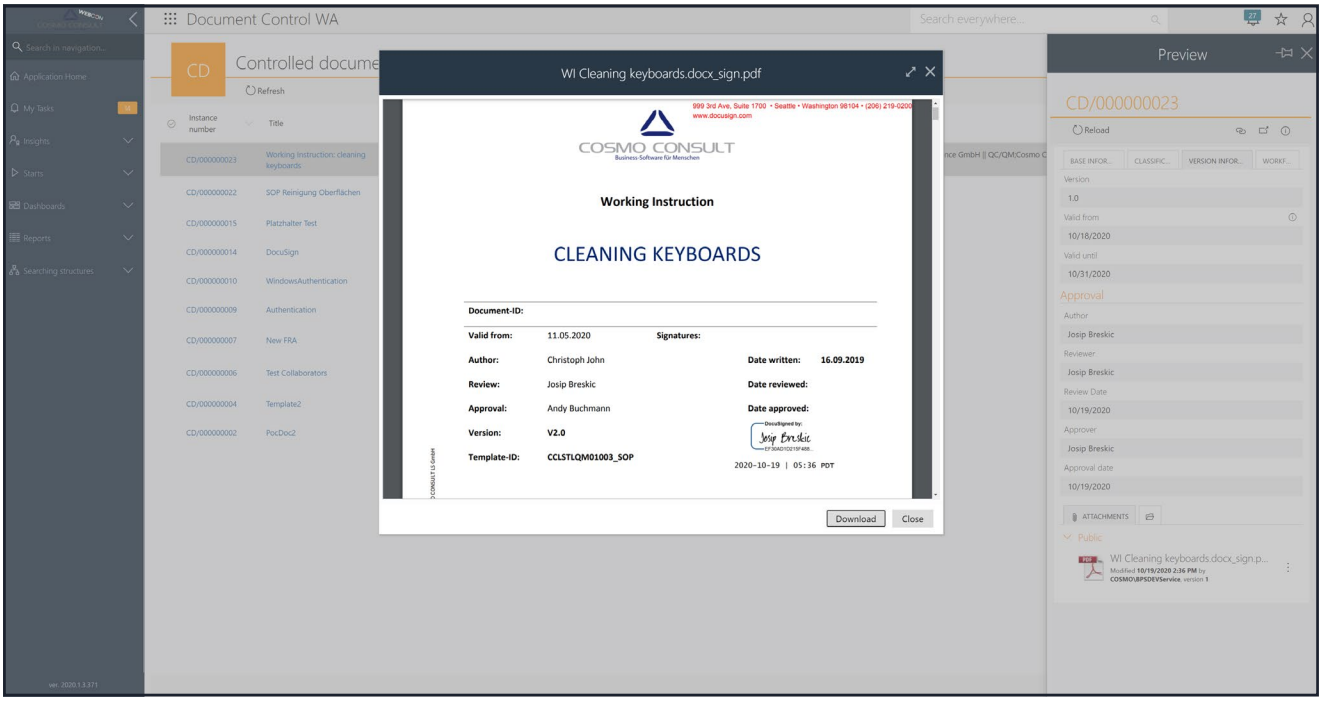
Document Control core process

Highlights

- Manage documents, framework documents, and templates efficiently
- Automatically control the publication and enforcement of documents
- Simplify reporting about run times, their expiration dates and open tasks
- Integrated electronic signatures - in your own system or externally (e.g. using DocuSign)
- Convenient notification system to monitor, escalate, or delegate open tasks
- The platform can be operated in a qualified manner, whereby the processes can always be validated—regardless of whether on-premises or as a cloud solution
- Processes, including active processes, can be changed at any time without the loss of elements or previous events
- Platform-independent and can be integrated into leading applications such as Microsoft 365, Microsoft Teams, or Microsoft Dynamics 365 Business Central
- Quick overview of roles, processes, statuses or histories (audit trail)

Your benefit

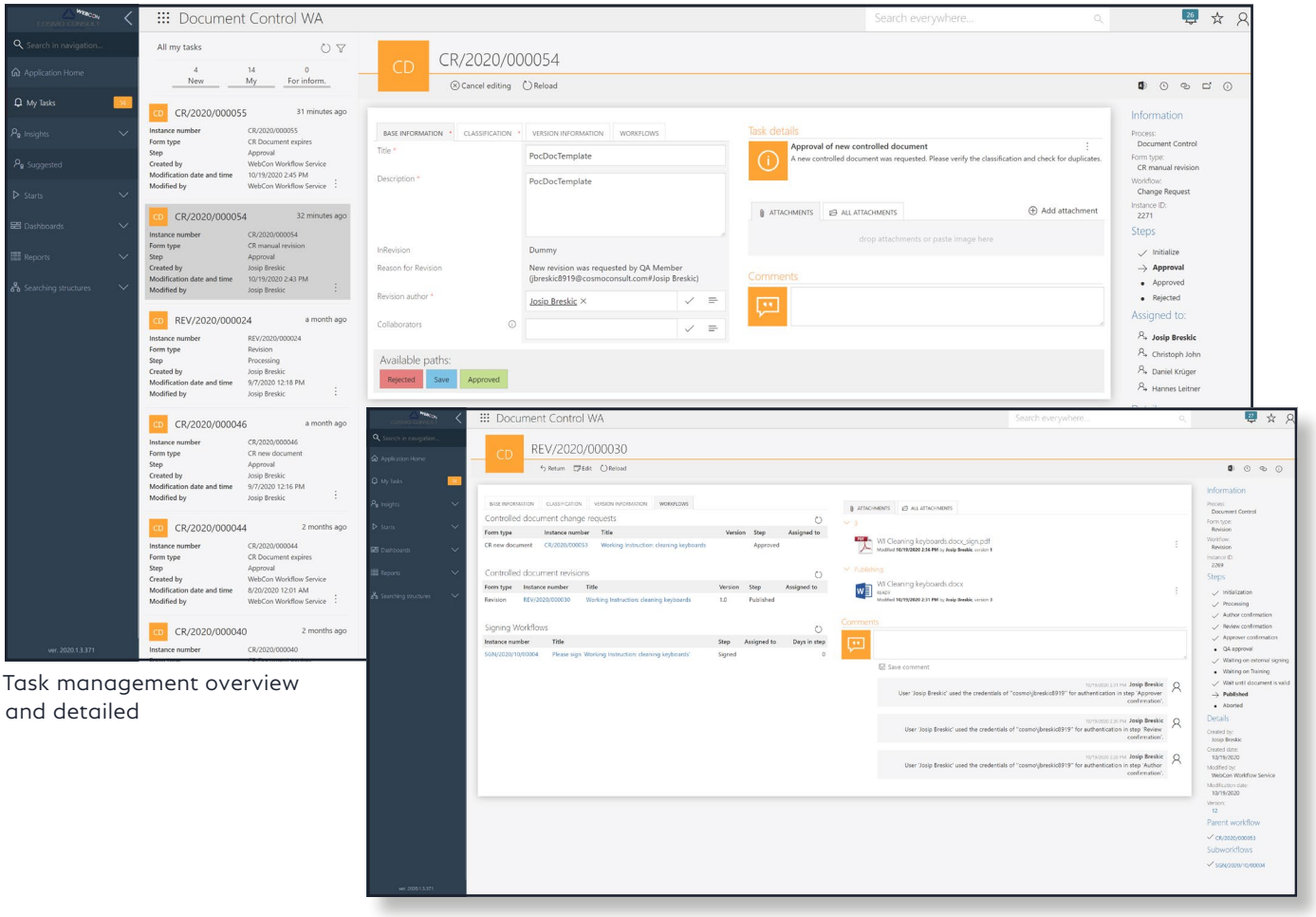
- Find all relevant quality management documents quickly and ensure simple, role-specific and customizable views.
- Don't miss deadlines or appointments and route documents efficiently across different employees or business units
- Involve all employees in your quality processes as needed, e.g. by providing feedback or change requests on released documents
- Ensure smooth audits due to complete process transparency and a comprehensive, gap-free audit trail in the system
- Get started with ready-to-use process templates and keep the training and implementation workload at a minimum
- Remain independent of complex ERP and CRM systems with COSMO Document Control
- Take advantage of the customizable platform and integration freedom to react to process changes flexibly
- Get to know your new central "task pool"—one place where you can:
  - find all your tasks across all applications
  - process them in a well-structured way
  - archive tasks and their approvals



Dashboard and signed document (with DocuSign)

Further highlights und features

- Electronic signatures meet the technical requirements according to 21 CFR 11
- The specified standard processes can be adapted easily and comprehensibly
- Manage and route individual documents in files—or add any number of attachments in a single package
- Attachments such as PDFs, photos, scans, videos or screenshots can be linked to individual processes conveniently—this also applies to previous and subsequent processes
- The escalation management for status and deadline tracking takes into account all substitutions and all associated tasks
- Numerous reports and dashboards are included—in addition any number can be configured individually
- All processes, associated communication and the entire audit trail—i.e. e-mails, scans, process histories, tasks, and more—are archived in full



Task management overview and detailed

Target markets

- Medical technology
- Pharmaceutical industry
- Food & dietary supplement industry
- Cosmetics
- Paint and coatings industry
- Chemical industry

Optional add-ons

COSMO CONSULT provides a wide range of additional modules for quality management, as well as solutions from the ERP and CRM environment that may also be of interest to you:

- **COSMO Incident Management** (Event- and task management)
- **COSMO Workflow and Form Management**
- Microsoft Dynamics 365 Business Central (ERP) for process manufacturing, medical technology and life science industries
- Unique Device Identification (UDI)
- Microsoft Dynamics 365 Customer Engagement (CRM)
- Data Science und Data Analytics ment (CRM)
- Data Science und Data Analytics

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