SOUTRON

PRODUCT FACT SHEET

Soutron Document Review

Review and Approval

Key Benefits

– Collaborate to create research articles and publish findings faster.
– Automate processes and make workflow faster.
– Improve the speed of communication and document turnaround.
– Harness expert knowledge.
– Secure, cloud-based solution accessed via computer, tablet or mobile.

OVERVIEW

A cloud-based solution for managing digital documents submitted for review and approval, while maintaining a comprehensive audit trail of all document versions and comments. Review documents, drawings, images, video and more.

Features

Content Creation

- Create articles and submit for review within a knowledgebase.
- Create different types of templates for different types of content.
- Attach documents of various file types, such as video, Excel, PDF, Word and PowerPoint, to content articles.

Metadata and Classification

- Build metadata within an article record to support search.
- Add metadata to an article record as needed.
- Classify articles using metadata to determine visibility in search and potential expert reviewers.
- Group knowledge content articles by categories using taxonomies and thesauri.

Review and Approval

- Workflow to support an approvals process for knowledge articles.
- Notify users when they are required to approve publication of a knowledge article.
- Alerts that deadlines are approaching.

Drafts and Versions

- Create and maintain all draft documents during the course of review.
- Allow updates and revisions to articles with version control, so historical versions can be viewed and reinstated.
- Record the date, time and who created, updated or commented on an article.
- Give content managers a view of all drafts, rejected, approved, archived, published and unpublished articles.

Access Control

- Make articles visible only to approved users.
- Delete knowledge articles, restricted to users with the necessary (configurable) permission.

Publishing and Search

- Publish an article into selected portals, so unpublished articles aren't visible to users.
- Search for content and display a list of recommended articles in order of relevance.
- Browse for content by user group, classification, type and more.
- Export and import knowledge articles.

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