SOUTRON

PRODUCT FACT SHEET

# Soutron End User Submission

Turn knowledge contributions into verified, searchable, organization-wide assets.

## OVERVIEW

Soutron End User Submission enables staff, researchers, and contributors to submit content directly into your library management system, archive, or knowledge base, where it can be reviewed, enriched, and shared across your organization.

## IDEAL FOR

**Organizations that want staff, researchers, and contributors to submit content into their library, archive, or knowledge base.**

## WHY SOUTRON?

**A living, growing knowledge base powered by your users, governed with authoritative precision.**

## Key Challenges Solved

- Knowledge that is scattered, siloed, or lost.
- Fragmented submission processes.
- Data errors and inconsistent entries.
- Unnecessary follow-up on submission status.
- Limited visibility into contribution activity.

## Key Benefits

- One secure portal for all submissions.
- Consistent, well-structured entries every time.
- Content reviewed for accuracy before it goes live.
- Approved content searchable across teams.
- Submissions and service requests in one system.

## Core Features

- Guided web forms with tooltips.
- Validation checks.
- Administrator review and cataloging.
- Custom metadata fields.
- Granular security.
- Contributor status tracking.
- Configurable submission forms.
- Research and service request intake.
- Built-in workflow routing rules.
- Audit trail and reporting tools.

## Optional add-on: Peer Document Review

Routes submissions to subject-matter experts for collaborative review, annotation, and feedback before they reach library or archive administrators.

# Build a centralized knowledge intake workflow management system

From raw contribution to trusted, reusable knowledge asset.

Every submission passes through a structured approval pipeline before entering your database, using business process management and approval process mapping with the optional Peer Document Review add-on, which inserts a subject-matter expert stage prior to final archive or library cataloging.

STEP 1

### Contributor Submits

Upload documents, reports, images, or media via a secure Soutron archive or library portal. Add metadata, descriptions, and supporting context using guided form fields.

STEP 2

### Peer Content Review

With the optional Peer Document Review, submissions are routed to subject-matter experts for collaborative review, incorporating user feedback and quality improvement before content approval, before the submission reaches library or archive administrators.

STEP 3

### Administrative Review & Cataloging

Library or archive administrators conduct a final review for accuracy, enrich metadata, and catalog the content into the searchable Soutron database. This stage also supports workflow management, tracks key performance indicators, and strengthens business process improvements by monitoring results after changes are made.

STEP 4

### Content Shared & Reused

Approved content is immediately searchable across teams and departments, building institutional knowledge over time. This user-generated content also supports community building and platform growth over time.

Soutron archive and library solutions help organizations turn individual contributions into collective intelligence, creating more value while giving stakeholders or prospective users authentic proof of expertise through approved submissions.

## Configured for any content management tracking

Flexible form configuration means Soutron adapts to your organization's exact content and document management needs, not the other way around. Supported content types include:

- Research Articles
- White Papers
- Internal Reports
- Legal Docs
- Technical Drawings
- Engineering Materials
- Archival Records
- Historical Content
- Audio
- Video
- Photos
- Compliance Docs

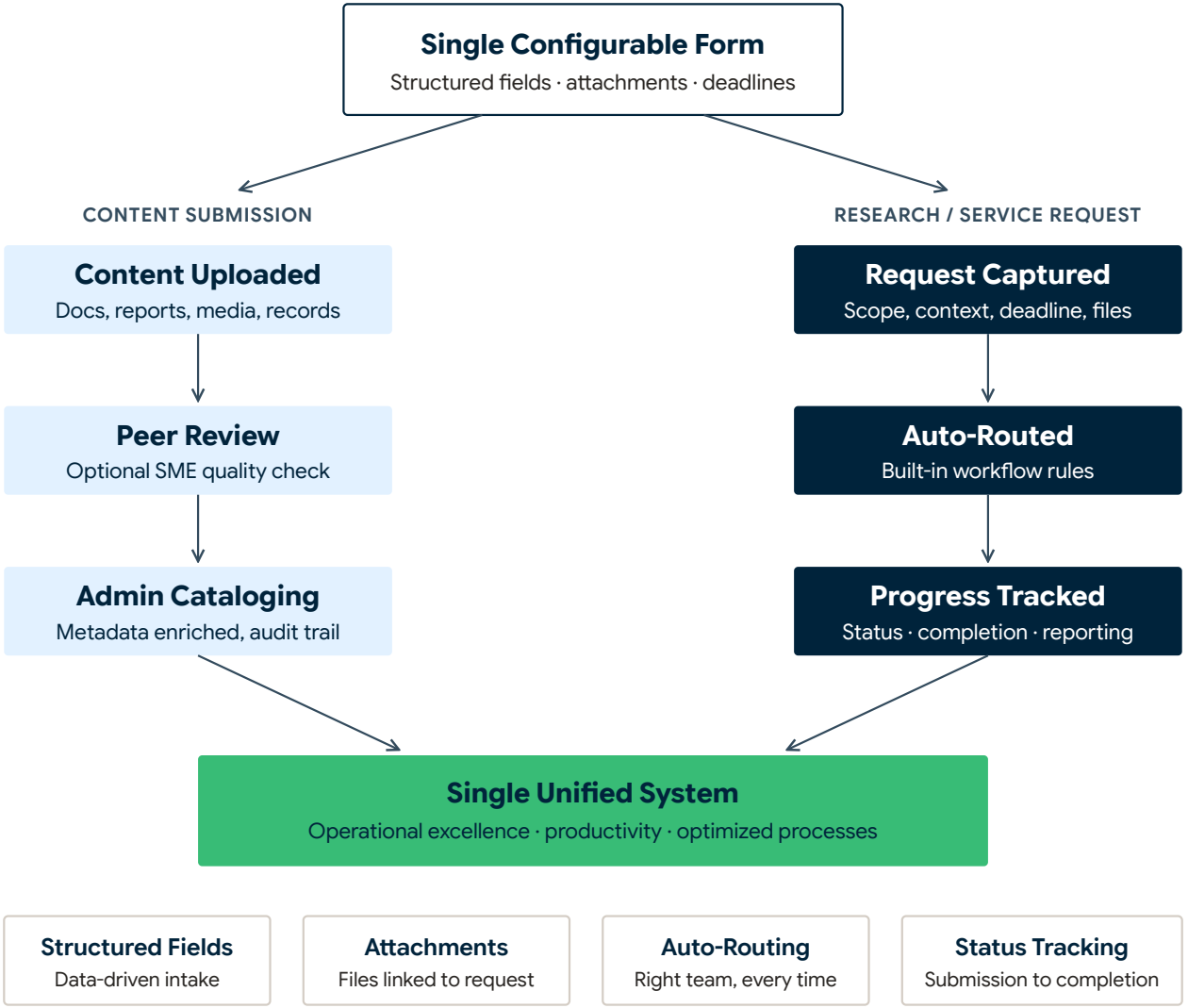
# Extend your content submission form to capture research & service requests

In addition to content submission, the same configurable form can be used to capture and track research or service requests, so your team manages both in a single, unified system, supporting process improvements across submissions and service requests.

- Collect request scope, context, and deadlines in structured fields using a data-driven methodology.
- Attach supporting materials directly to the request.
- Route requests automatically to the appropriate team using built-in workflow rules.
- Track progress and status from submission through to completion to support operational excellence, improved productivity, and optimized processes.

## One form. Two workflows. A single unified system.

The same configurable form captures content submissions and research or service requests.



## Gain visibility into knowledge contributions and research demand

Track, report, and optimize your knowledge workflows.

Track and report on both submissions and requests:

- Volume of content contributions over time.
- Types of materials being submitted.
- Workflow status and turnaround times.
- User engagement, participation rates, and content reuse.

An audit trail and reporting tools give administrators visibility into contribution activity and workflow performance, supporting knowledge management as a continuous business process improvement, rather than a one-time fix. This visibility helps teams review existing processes and identify inefficiencies. Track volume, analyze content types, monitor workflow status, and measure the return on your knowledge investment.

## Build a smarter knowledge pipeline

Simplified knowledge capture, quality management, and request tracking.

Empower users to contribute. Soutron's End User Submission enables you to:

- Capture knowledge directly from knowledge workers.
- Standardize and control how content enters your archive or library database.
- Ensure quality through optional structured peer review and approval workflows.
- Extend your system to include request intake and tracking.

The result is a living, growing knowledge base powered by your users, governed with authoritative precision.

**See how Soutron can help you build a smarter content submission, knowledge management, and research request tracking system.**

**Book Your Demo**