

# GCI CONTROLLED DOCUMENT LIFECYCLE

## GCI Controlled Document Lifecycle for OpenText Content Suite & Extended ECM Platforms

Global Cents provides the products and expertise to automate the creation, revision, and approval of critical documents, faster and with superior quality.

Document control remains the single most critical requirement for information workers. Managing the lifecycle of essential documents can be slow, cumbersome, and expensive.

### With GCI Controlled Document Lifecycle you can

- ✓ Remove complexity by using preconfigured workflows
- ✓ Stay in control with in-depth reporting
- ✓ Minimize the risk of being out of compliance by modernizing your processes within any folder
- ✓ Avoid manual effort by automating document creation
- ✓ Reduce the time for approvals will speed project completion
- ✓ Eliminate human errors by utilizing predefined templates

### Control your critical documents safely and effectively

The reporting process in any business strategy is essential in pinpointing issues and improvements where needed. Through automating your reporting system, you can limit the resources necessary to create intuitive and actionable reports. With automation, you can schedule your reports to be run daily, weekly, or any time you want through a convenient channel for your users. All your reports can be set to be delivered directly to you, wasting no time between when the report is made and the receipt of it.

Over time, there is always one constant, things change. Documents are no exception. Periodic reviews for published documents are necessary. Based on the document type, reviews need to be

done at least one or two times a year. By automating the notification and review process, you will be able to optimize your document review strategy for better productivity and reliability.

GCI Controlled Document Lifecycle automates this process allowing specific workflows to be initiated depending on the type of document. You can set the review outcomes to renew documentation with no changes required, retire it if it is no longer needed or revise certain sections that need updating. Automated workflows ensure that the right stakeholder is notified and ready to edit documentation as required before sending it on for approval and sign-off, streamlining your content operations.



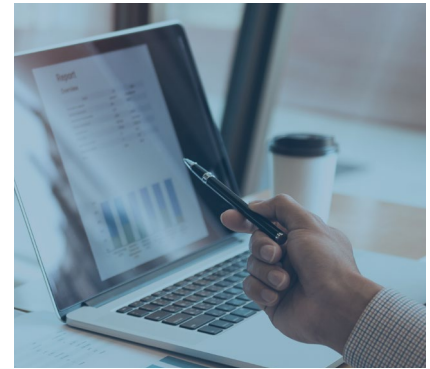
### Create quality documents

Create and revise policies, standard operating procedures, working instructions, and other quality documentation quickly and effectively.



### Designed for Manufacturing

Review and approve design documents, requirements, specifications, and manuals using automated processes.



### Contract Management

Generate contracts, agreements, requests for proposals, tailored quotes, invoices, and submissions utilizing standard language and templates.

### We understand that managing critical documents is complex

Since 2005, our team of experts have been solving controlled document challenges for businesses and organizations worldwide. Global Cents Controlled Document Lifecycle gives you the power to create and manage your documents, remove manual steps, and accelerate cycle times.

## It's time to control your document processes...

#### Book a call

An initial 30-minute call. We will review your document processes and discuss your opportunities for automation.

#### Improve your document lifecycle

Get a personalized demonstration showing how to create, revise, approve, and retire your critical documents quickly and cost-effectively.

#### Generate value

Your staff spend less time managing critical documents and more time generating value for your business.

[Book a call](#)

For further information and demonstrations of GCI Controlled Document Lifecycle, please visit our website at [globalcents.com/en/controlled-document-lifecycle](https://globalcents.com/en/controlled-document-lifecycle)



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