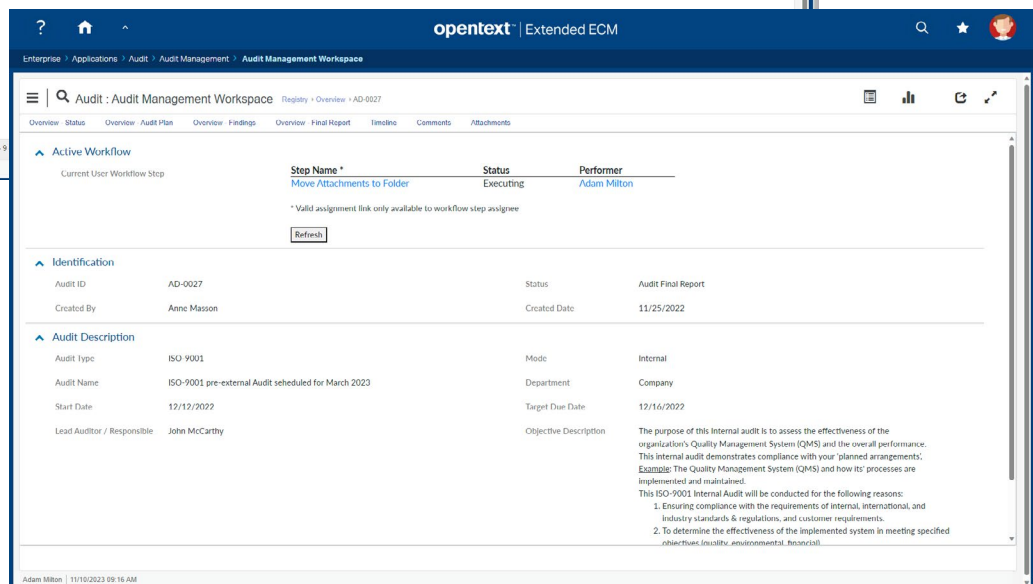
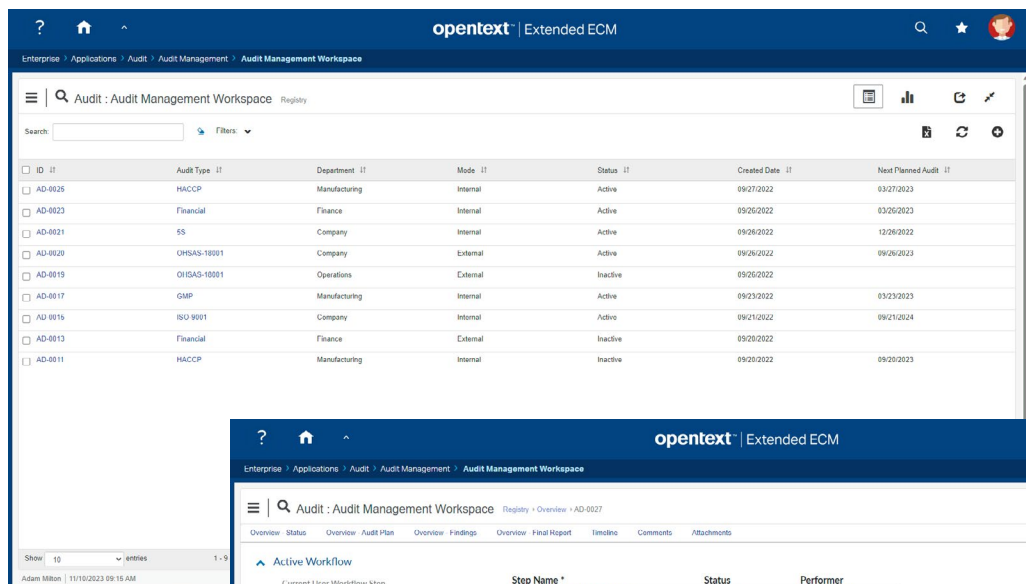


Solution Overview

OpenText Audits for Extended ECM

OpenText™ Audits for Extended ECM is a process solution that helps an organization ensure compliance to operational requirements and to determine the efficiency and overall health of an organization. OpenText Audits allows an organization to plan and submit requests, get approvals, and proactively manage all aspects of an audit. Workflows provide

standardized audit plan review and approval processes while dedicated workspaces provide a central location to capture all audit findings and store reports. Reports provide up-to-date information on all findings to help determine underlying trends and ultimately, process improvements.



General

- **Audit types:** Categorize your audit types to ensure audit scheduling requirements are maintained in a central system.
 - Improve compliance
- **Audit approval process:** Standardize your audit request procedure via a workflow and maintain a full history of all audit requests.
 - Increase efficiencies, save time, and reduce human errors
- **Audit workspace:** Audit findings and data are managed within dedicated secure Audit workspaces, allowing the audit team to capture and securely store all findings and reports.
 - Increase collaboration, reduce duplication of effort and data
- **Clear visibility of all processes:** Integrate with other OpenText Add-on Solutions for Extended ECM to gain better visibility across company processes and related content.
 - Better control, increase efficiencies
- **Audit history and trends:** Visualize audit trends. Instigate continuous improvement to better adhere to regulations.
 - Improve processes, reduce errors
- **Real-time data and reporting:** Reports and dashboards show real-time data.
 - Informed decision making increases efficiencies, improves processes, and drives revenue growth
- **Easy access to audit reports and documents:** Search and retrieve all relevant and linked quality reports and documents.
 - Save time, increase efficiencies
- **Extended ECM security features:** Use the user access, permissions, and collaboration features of Extended ECM.
 - Maintain compliance and security
- **Easy deployment and easy to use:** An Add-on solution that seamlessly integrates to OpenText Extended ECM and is easy to deploy. No Extended ECM experience is required.
 - Save time in deployment with little training time required, increase user adoption

Single system

- **Single system for all audit records:**
A central database for all audits and related documents, allowing easy access for all departments. This content is fully searchable using Extended ECM, industry-leading search engine.
 - Access to records in all departments, increase efficiency

- **Real-time data and reporting templates:**
Out-of-the-box configurable reports enable a real-time view of audit metrics and trends across an organization. Report on audit findings (non-conformances, recommendations, and observations) and trends and evaluate improvements that need to be implemented.
 - Informed decision-making increases efficiencies, improves processes, and drives revenue growth

- **Easily configurable audit forms:** Using the Form Builder drag and drop interface.
 - Save time, easy to use

Compliance

- **Audit trail:** Full audit trail of audit activities, including username along with the date and time.
 - Demonstrate and maintain regulatory compliance

- **Security:** Easily manage users' and groups' access to the individual audit processes. The configurable permissions model ensures only approved users can see, review, and approve changes.
 - Ensure correct users have appropriate access

- **Procedure compliance:** Ensure all audits occur in a controlled manner and according to an organization's standard operating procedures.
 - Maintain regulatory compliance

Integration and enterprise systems

- **Integrates with enterprise systems:** The Audits solution can be connected to enterprise systems such as SAP®, Oracle®, Microsoft® SharePoint® and more via OpenText™ Extended ECM.
 - Simplify user access, increase user adoption, and reduce errors

The background of the entire page is a dynamic, abstract pattern of blue liquid ripples. The ripples are in various shades of blue, from deep navy to bright cyan, and they flow and swirl across the frame, creating a sense of movement and depth. The lighting highlights the peaks of the ripples, giving them a glossy, three-dimensional appearance.

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