GMP Pro

e-DMS

A New Wave in Electronic Document Management System

lilotto
MOTTO SYSTEMS

Problem Statement

While it may seem easier and comfortable to manually administer quality and documentation on paper, it is not efficient and leaves much room for errors. When documentation is not done properly, records can be lost or misplaced, making it difficult to retrieve information, ultimately resulting in costly delays and loss of business opportunities.

Due to the unconventional methods, workforce may feel less confident on what they do and thus leads to loss of trust on the organization.

About e-DMS

GMPPro’s Electronic Document Management Systems is an integrated application designed and developed by Motto Systems, as a part of GMPPro’ s Exclusive Pharmaceutical software applications family.

GMPPro’ s Document Management System is designed to support Good Documentation Practices which includes categorization of documents, creation and approval, distribution and control access to users.

Documents created or maintained in DMS are completely secured from unauthorized modifications, uncontrolled distributions, download and print copies.

Document Life Cycle

e-DMS enables users to define complete document structure of a company by creating various document folders and subfolders.

Create / Draft Documents

Create documents in MS Word format and convert them to electronic format for further circulation, review and approvals.

Review & Finalization

Option to circulate document to multiple departments review. Reviewers can access documents to view content and able to provide comments.

Review corrections and finalize documents to send for approval process. Approvers can make electronic signatures on the documents.

Approve Documents

Approved documents can be sent for training and make effective for further circulation. Effective documents are allowed to do revisions with version control process.

Effective & Version Control

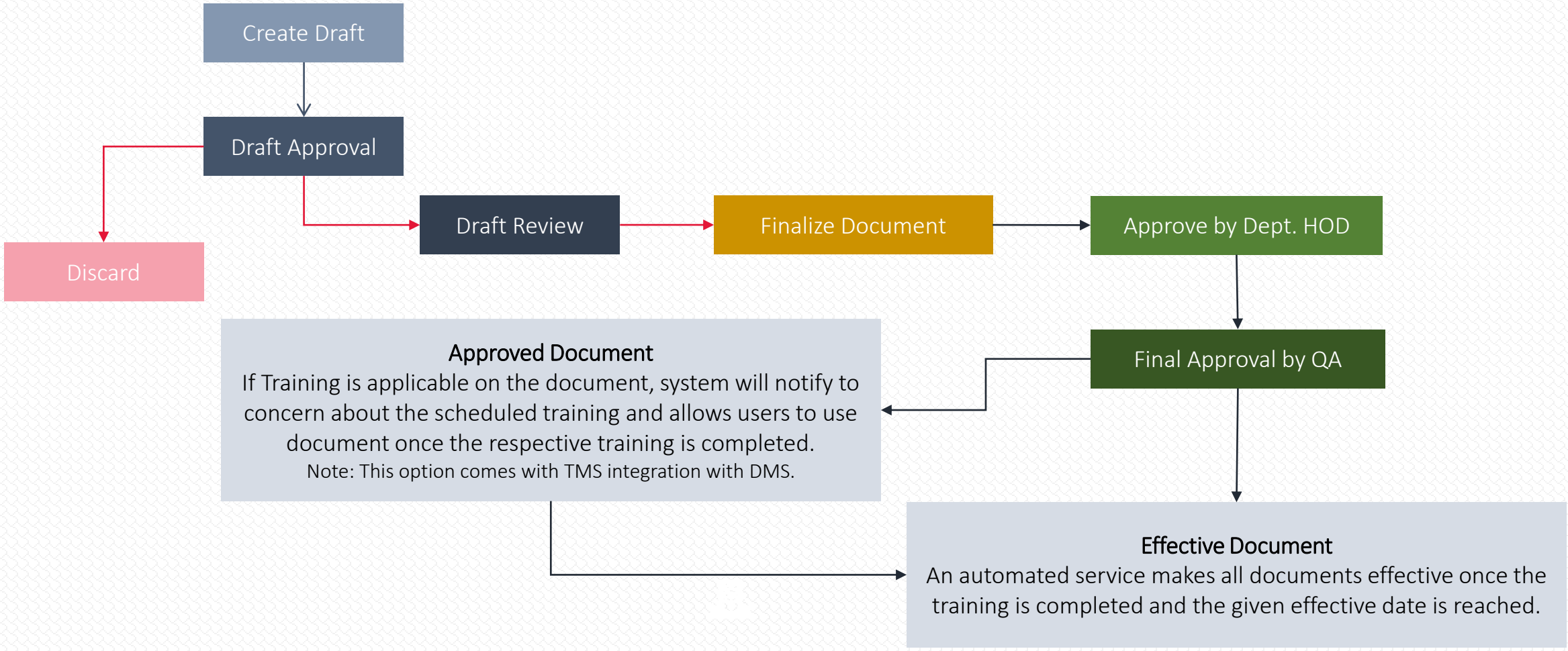
Document Capabilities

e-DMS provides complete control on all documents to prevent from unauthorized usage.
It also provides print and download credentials on all documents for better tracking and control.

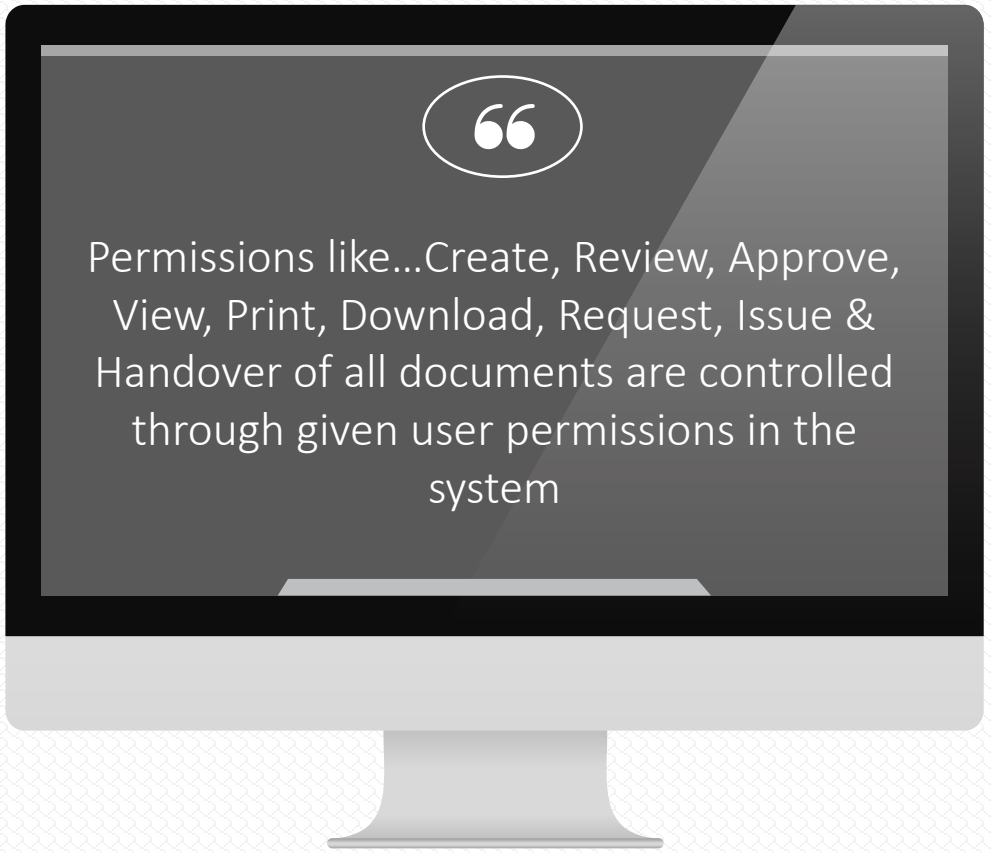
	Electronic Documents	Legacy Documents
Electronic Signatures		
Protect Copy Content		
Print Control		
Download Control		
Version Control		

Document Life Cycle

Dynamic workflow mechanism in e-DMS enables to configure workflows to comply with companies' good documentation practices



Control Access



- Allow to print / download document based on given permission.
- Re-Print / Re-Download is not allowed until QA / HOD gives authorization.
- Record of all Print events in “document print log” with user name, date & time.
- Record of all Download events in “document download log” with user name, date & time.
- Print / Download credentials on the document as “Printed by”, “Printed On”, “Print Copy No.” etc..

Features & Advantages

- Complete Audit Trail
- Compliant to 21 CFR PART-11 & FDA Regulations
- User Dashboards
- Integrations with TMS, QMS and GMPPro

- Paperless Environment
- Centralized repository of all documents
- Easy to retrieve accurate documents on time
- Alerts / Notifications on pending activities

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