



Target Document[®]

Version 1.3

For more information,
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Target Document®

What Is It?

Target Document® is a secure, **USER FRIENDLY**, web-based document distribution and management system which enables users, depending on their roles and responsibilities to post, share, electronically sign, search, and archive any electronic document, all within a web browser and without installing any software. Access to documents can also be timed to be viewed and/or expired, and there is a communication tool which allows for discussions about specific documents.

Target Document® reduces the need to distribute documents via email and is ideal for companies wanting their own system to communicate with vendors, CROs, study sites, CRAs, etc. It is also ideal for CROs needing to deal with many sponsors.

Together with Target e*CRF® and Target CTMS™, Target Document®, fulfills the trilogy of products needed to manage a clinical trial from cradle to grave.

Target Document® can also be used in any industry and is multi-functional.

Advantages

- Friendly user interface without any clutter or useless features
- Completely web-based, no need to install any software by the end-user
- Eliminates the need to send expensive document packages
- Speeds up document distribution and signoff



Target Document® Feature List

Document Module

- Web-based solution
- Login ID/password security (also used for sign-offs)
- Architected for easier system integration
- User self-registration with administrator approval
- Separate administration module
- Role-based access
- Organized by department (project, client). Departments contain folders and folders contain documents
- Folder and/or document access controllable by creators/owners
- Upload and download any document type deliverable across the web: PDF, Word, Excel, text, audio, video, etc.
- Document check-in/check-out
- Document discussion forums
- Document availability scheduling with optional expiration date
- Notifications for document subscribers
- Document routing to individual users or roles, with sign-off and history/routing status
- Document routing maps to routing multiple documents to same people
- Activity/change history for folders and documents. Document history includes all versions of uploaded documents
- Locking/unlocking of folders and documents
- Automatic document revision generation and tracking

Administration Module

- User management.
- Password reset.
- Group/category/folder/document auditing.
- User access control auditing.
- Password expiration configuration.
- Deleted document recovery
- Document/Folder archiving (version 1.5)