



Target Document[®]

Version 1.5

For more information,
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What Is It?

Target Document[®] is a secure, **USER FRIENDLY**, 21 CFR Part 11 compliant, web-based document distribution and management system which enables users, depending on their roles and responsibilities to post, share, electronically sign, 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 customers, vendors, employees, etc. It is also ideal for managing due diligence.

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

- 21 CFR Part 11 Compliant
- Web-based solution
- Login ID/password security (also used for sign-offs)
- User self-registration with department administrator approval
- Separate administration module
- Role-based access
- Templates for Trial Master File
- Create Template Folders
- Document routing for electronic signoff
- Document routing maps to routing multiple documents to same people
- User management
- Organized by department (project, client). Departments contain folders and folders contain documents
- Secure folder and/or document access
- 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 scheduling with optional expiration date
- Notifications for document subscribers
- Locking/unlocking of folders and documents
- Document history includes all versions of uploaded documents
- Activity/change history (audit trail) for folders and documents

Administration Module

- User management
- Password reset
- Password expiration configuration
- Deleted document recovery
- Document/Folder archiving
- Etc.