

# DOCUMENT C(?! )NTROLLER

[www.documentcontroller.dk](http://www.documentcontroller.dk)

When Regulatory Risks is not an option



## DocumentController for Total Document Collaboration

“ DocumentController reduces the risk of non-compliance by reporting potential problems of each process and activity, because multiple compliance controls are captured in one source. ”

# AN ORGANISATIONAL DOCUMENTARY



## *Should this large stock listed company*

- ☞ have a Records Information Manager responsible for Document Storage, Retention and Management?
- ☞ install an integrated Total Document Collaboration IT solution/program?

Traditionally, the company had a Record and Document Manager one employee and one Secretary. For a while, the R&D Manager also supervised two employees from another small department.

A couple of years ago, in an effort to reduce the number of managers, the R&D Manager left the organization. Two Records Mgmt Specialist positions were created. Due to several problems an Information Services Supervisor position was created.

The IT and automation oriented Information Services Supervisor later left and the company. The CFO is considering promoting one of the Records Mgmt Specialists into a Records and Information Manager. She dislikes managers; the title is therefore Dedicated Lead Records Management Specialist.

- ☞ Regardless of job descriptions and titles, the solution leads to problems. Who in the organization is responsible for the Management of Documents and Records related to Regulatory Compliance?
- ☞ Can the Lead Records Management Specialist be successful in managing the Regulatory Compliance program for Documents and Records Retention and Storage for the entire company?
- ☞ There continues to be some confusion on responsibilities due to the amount of manual treatment of document management. Other department heads are concerned that they are not in Compliance.
- ☞ Job titles and job descriptions are not based on organization needs; has what's best for certain employees taken precedence over what's right for the company?
- ☞ The Lead Records Management Specialist job is still vacant; do you support rehiring for the position?
- ☞ What else is necessary for the company to have its Document Collaboration in compliance?

**What do you think is the best solution for the organization??**

**For a sustainable solution visit**  
**[www.documentcontroller.dk](http://www.documentcontroller.dk)**



## A Total Document Collaboration Documentary

You're working on a major application for an important client. The proposal/document is almost complete. However before you submit it for final approval it first needs to be edited by a senior consultant.

- ⇒ You also wish to collaborate with a team member from another continent (or across the country) and ensure the right changes.
- ⇒ You require default settings to customize the document as a PowerPoint presentation.
- ⇒ You insist that the document is integrated into other applications to make sure that everyone involved during the process has access to the same Office applications.
- ⇒ Another colleague who is working from home this particular day needs to enhance the application and save the revised file to the Library. DocumentController can handle it.
- ⇒ Even during this final process you insist on maintaining an open dialog about the project. DocumentController creates a discussion file and keeps track of comments and questions.
- ⇒ You wish that key members (or all members) of your team get instant notice of new changes. DocumentController will notify via e-mail each time a document is changed.
- ⇒ With all of these documents/files 'tossed' back and forth, you want to make sure that the 'proposal' must not fall in the wrong hands. DocumentController assures that the system is secured, by allowing you to set up passwords, place restrictions for view, post, and delete.

No problem! The answer is **DocumentController**:

**A virtual collaboration tool that lets your business share and store files online.**

# Data and Document Management and Security Workshop

*Why must Management, Sales, Engineers and others spend hours archiving documents. DocumentController provides archiving possibilities during the work process. We suggest a one day workshop, customised to fit your company's requirements' for seamless integration for documents and data. Suggested topics are*

- Why Electronic Document and Data Management as a Business strategy
- Information Lifecycle Management-Documents, Emails and Records
- Critical Enterprise Documents
- Laws, rules, regulations and directives for Electronic archiving.
  - Accounting and Finance data
  - Bookkeeping records
  - Other vital Data and Information
- Corporate Governance and Records Management
  - Definitions
- Electronic Data Management- Relation to Governance, Risk & Compliance
- Impact of International Regulations on Electronic Document Retention and Destruction
- GRC requirements to Records Management and archiving:
  - Sarbanes Oxley and related regulations
  - EUs 4th 7th & 8th directives (EuroSox)
  - Data Protection Act
- ISO/IEC 17799:2000 Code of Practice for Information Security Management
- ISO 15 489- Standard. (Information and Documentation on Records Management)
  - Background information on ISO 15489
  - The requirements and use of ISO Standards
  - Process models and tools for analysis
    - ↳ Implementing
    - ↳ Monitoring
    - ↳ Auditing

Send us an email We will be happy to organise a Business Case/workshop for your company's Total Records Management Program

**C(?! )NTROLLERS**

Hvidegårdsparken 14  
DK-2800 Kgs. Lyngby.  
Tel. +45 2121 0616.  
Email [info@eurosox.dk](mailto:info@eurosox.dk)

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