

Unifidence Docs is radically simple software that delivers quick wins for any document control and compliance project. Our cloud-based software provides a fast and easy way to tame your documents and gain control. Unifidence will help you reach compliance by establishing accuracy and consistency throughout your organisation.

Control

Simplify and accelerate document approval and review with revision workflow. Straightforward management of document security.

- Simple revision control workflow with e-mail notifications
- Assign owners, approvers and review groups
- Automated task management for revision workflow
- Access document revision history and earlier versions
- Easily define document review frequency
- Monitor upcoming and overdue document reviews
- Control document security by document type
- Painless role and user management for security control

Compliance

Ensure your forms, standards, contracts, procedures and product information is consistent, accurate and available. Automate and track distribution to ensure the right people access the right documents.

- Define "target groups" for documents based on job functions (competencies) and locations
- Capture document acknowledgements and digital signatures
- Monitor compliance performance by document type, job function and location
- Access document acknowledgement history
- Fast track document releases with "compliance alerts"
- Define document impact to distinguish between compliance and awareness revisions

Centralise

Store and distribute all of your organisation's documents using standard formats in a secure cloud-based system that can be shared across desktop, tablet and mobile.

- Store any kind of document in central online repository
- Easily define a document library hierarchy of folders
- Store a single document in more than one folder
- Distribute your documents as PDF
- Find documents quickly using category or full-text search
- Define your own document fields and properties
- Provide optimised access for tablets & mobile phones
- Authorise "public release" documents accessible by everyone via a goo.gl permalink

Improve

Continuously improve the quality of your documents by efficiently managing change requests, ratings and feedback.

- Gather and manage change requests from any user
- Simple workflow for change request approval
- Access change request history
- Capture and analyse document ratings and feedback

Cost Effective

Low-risk commitment with a monthly subscription

- Software is available as a service (SaaS)
- Monthly subscription without initial investment (no CAPEX)
- Rapid implementation with "instant on" availability
- Access to experienced help, training and support
- Customisation and integration where required

