arena
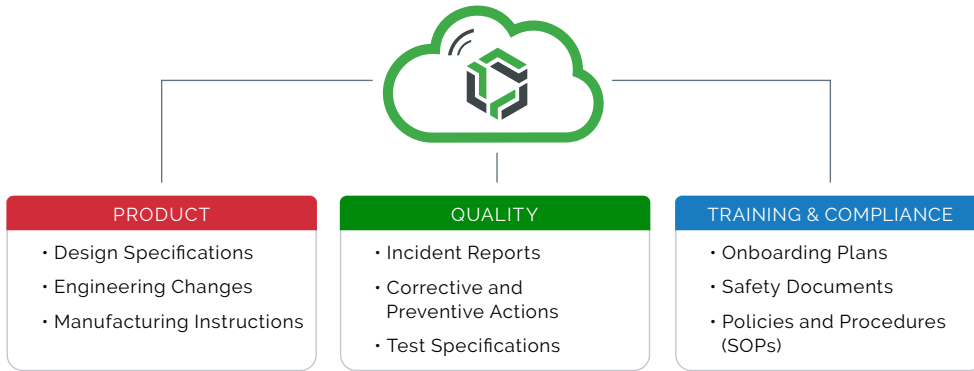
Document Management
Improve Control and Compliance With Arena

OVERVIEW

Competing in today's global economy requires delivering high quality products to market, while adhering to industry standards and regulations. Your success requires managing many different processes while collaborating with quality, regulatory, engineering, operations, and corporate administration teams. Arena provides all team members access to controlled documents to streamline your processes. Managing your documentation in Arena simplifies adherence to today's ever-changing access, security, and compliance requirements.

PRODUCT	QUALITY	TRAINING & COMPLIANCE
• Design Specifications • Engineering Changes • Manufacturing Instructions	• Incident Reports • Corrective and Preventive Actions • Test Specifications	• Onboarding Plans • Safety Documents • Policies and Procedures (SOPs)

KEY BENEFITS	WHAT DOCUMENT MANAGEMENT DOES
✓ **Compliant**	Helps ensure compliance in environments subject to Corporate, ISO, OSHA, SOX, FDA, and other regulations.
✓ **Collaborative**	Provides secure formal and informal collaboration methods. Offers ad hoc collaboration with your internal teams and external partners.
✓ **Faster Search and Updates**	Makes finding, tracking, and updating documents simple. Links documents to related records for easy reference.
✓ **Access to Latest Version**	Removes access to older versions. Enables teams to share only the latest version of documents with Arena Smartlinks.
✓ **Data Integrity**	Eliminates multiple silos of information and duplication of records. Facilitates global review and approval with a robust workflow designed to work across the supply chain.
✓ **Traceability**	Tracks both in-process and released revisions of all documents. Provides ability to review prior revisions.
✓ **Awareness**	Notifies all subscribers of any document whenever new revisions are released.
✓ **Secure Access**	Ensures access by those with authorized access policies.

IMPROVE COMPANY PERFORMANCE TODAY

With Arena, you can eliminate silos of information and make compliance a snap. Start using Arena today to gain more control of your documentation.

To find out how you can join our community of innovative customers, contact sales@arenasolutions.com.

BENEFITS

Unified
Simplify corporate-wide document control management by using a single enterprise system for product, quality, training, and related records.

Collaborative
Develop, share, and improve documentation with your entire team. Benefit from an easy-to-use document change and approval solution.

Controlled
Provide access to the right revision of the right document anytime and anywhere, based on secure access roles.

Configurable
Create, customize, and maintain user access privileges and approval workflows.

Compliant
Be confident when facing FDA, EU MDR, ISO, or other audits. History in Arena demonstrates that you comply with corporate procedures. Approve your controlled documentation easily using 21 CFR Part 11 compliant electronic approvals.

Traceable
Maintain a complete history of document changes and approvals.

HOW IT WORKS

Arena provides a single enterprise solution to manage the documentation that supports product realization, quality, and corporate processes. With easy to configure change control processes, secure access roles, simplified search, and historical audit trails, we give you a better way to manage all of your critical documents. Creating, tracking, and approving documents has never been easier.

ptc