

Document Knowledge Transfer

Enabling a central platform on which to build compliance strategies targeted towards industry regulators and quality organizations.

Overview:

WorldView's Document Knowledge Transfer Module enables you to rapidly distribute content to multiple parties across your enterprise, helping to ensure that written materials critical to job roles, procedures and protocols are read and acknowledged by all affected individuals. The Document Knowledge Transfer Module provides a central platform on which to build compliance strategies targeted towards industry regulators and quality organizations.

Benefits:

If your organization must ensure that all groups central to its business are continually up to date on the critical information relating to their jobs, it will greatly benefit from the WorldView Document Knowledge Transfer Module and its ability to manage and quickly distribute content. New documents can be automatically made available, new users will not miss information provided on legacy documents, and management will be able to ensure all the work and related communities are correctly educated and informed. As a compliance component, WorldView's Document Knowledge Transfer Module acts as a vital mechanism for succinctly tracking and auditing document acknowledgement and acceptance of ongoing procedures, policies, safety information and role specific reading resources.

Description:

WorldView's Document Knowledge Transfer Module is designed to facilitate the creation

and management of "Reading" and "Approval" groups. These groups exist as the cornerstone for the distribution, management and approval of reading content across your organization.

The Reading Group consists of WorldView System users and attributes that combine to define the users who will receive documents for reading. Policies governing the reading and acknowledgement of the documents and the method of approval for each document are defined per Reading Group. Your new users that are added to Reading Groups are immediately assigned all required documents regardless of when the documents were assigned to the group. Users are able to view, sort, prioritize and acknowledge documents they have been assigned to read and management may audit the status of a document or an individual user's reading list. E-mail notifications help ensure that all users are kept up to date on any new documents and revisions that need to be read.

Approval Groups help ensure that all documents marked for distribution are reviewed and approved by the appropriate resources within your organization. Approval groups can be assigned to approve documents using a number of models, including approval by individual, group or a combination of both. Approval users are able to view all documents. Their input is required along with the status of all documents in the approval cycle.



Put documents in their place.