

Scigeniq™ DMS

Scigeniq DMS is a comprehensive document management system designed to manage, control, and track quality documents in life sciences organizations.

Scigeniq DMS is a highly flexible, easy-to-use application that provides a secure and centralized repository for all types of documents, from SOPs to manufacturing drawings. With Scigeniq DMS, documents are protected, organized, and managed to ensure compliance with regulatory requirements. The system includes complete workflows for creating, reviewing, and approving documents within a CSV-compliant, validated environment.

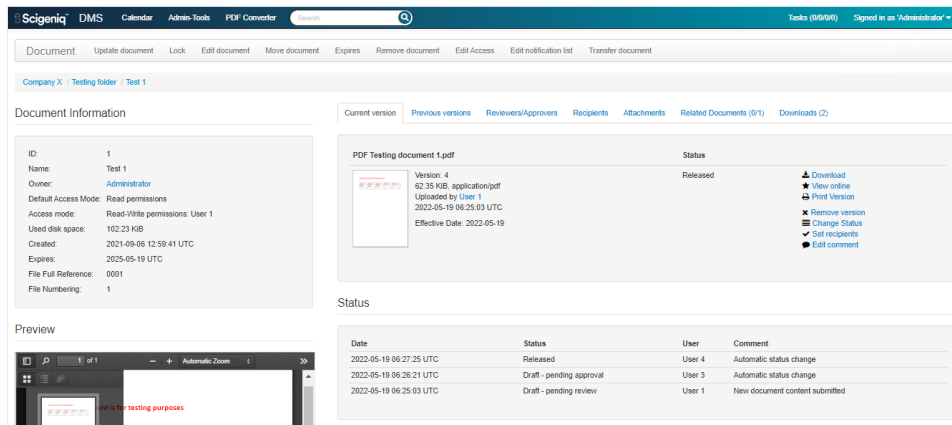
Easy to Use, Easy to Configure

Unlike traditional, legacy document management systems that are notoriously difficult to use and configure, Scigeniq DMS is part of the Scigeniq family of easy-to-use applications and is easily configured to align with your processes. The result is much faster implementation and ready adoption by users.

A Complete Document Management System

Scigeniq DMS includes every document management capability you need. Key capabilities include:

- **Controlled Access:** Scigeniq DMS Stores documents in an organized folder structure, with different permission levels assigned for different users/ groups, so that each user sees only the documents that correlate with their role.
- **Ready-to-Use Workflows:** The system includes complete workflows for review, approval, and acknowledgment, with each step being authorized by e-signatures.
- **Controlled Printing:** Printing of secure documents is controlled, and printed copies include required details such as version history, document status, watermarks, and customized headers & footers.
- **Notifications and Tracking:** Scigeniq DMS issues automatic notifications upon each step in the workflow, from creation to document expiration.



The screenshot displays the Scigeniq DMS interface for a document titled "PDF Testing document 1.pdf". The interface includes a navigation bar with options like "Document", "Update document", "Lock", "Edit document", "Move document", "Expires", "Remove document", "Edit Access", "Edit notification list", and "Transfer document". Below the navigation bar, there are tabs for "Current version", "Previous versions", "Reviewers/Approvers", "Recipients", "Attachments", "Related Documents (0/1)", and "Downloads (2)".

Document Information:

- ID: 1
- Name: Test 1
- Owner: Administrator
- Default Access Mode: Read permissions
- Access mode: Read-Write permissions: User 1
- Used disk space: 102.23 KiB
- Created: 2021-09-06 12:59:41 UTC
- Expires: 2025-05-19 UTC
- File Full Reference: 0001
- File Numbering: 1

PDF Testing document 1.pdf

Version	Uploaded by	Effective Date	Status
4	User 1	2022-05-19 06:25:03 UTC	Released

Status

Date	Status	User	Comment
2022-05-19 06:27:25 UTC	Released	User 4	Automatic status change
2022-05-19 06:26:21 UTC	Draft - pending approval	User 3	Automatic status change
2022-05-19 06:25:03 UTC	Draft - pending review	User 1	New document content submitted

Reviewers			Approvers		
Name	Last Update, Comment	Status	Name	Last Update, Comment	Status
User 3 (User 3)	2022-05-19 06:26:21 UTC - User 3 (User 3) ok	Reviewed	User 4 (User 4)	2022-05-19 06:27:25 UTC - User 4 (User 4) ok	Approved

Review log			Approval log		
Name	Last Update, Comment	Status	Name	Last Update, Comment	Status
User 3 (User 3)	2022-05-19 06:26:21 UTC - User 3 (User 3) ok	Reviewed	User 4 (User 4)	2022-05-19 06:27:25 UTC - User 4 (User 4) ok	Approved
User 3 (User 3)	2022-05-19 06:25:03 UTC - User 1 (User 1)	Not reviewed	User 4 (User 4)	2022-05-19 06:25:03 UTC - User 1 (User 1)	Not approved

Timeline UTC

Part of the Scigeniq Family of Applications

Scigeniq DMS is part of the Scigeniq family of applications for managing quality and compliance at life sciences companies. We have solutions for managing quality processes from deviation to CAPA right through change control, tracking training activities, and coordinating regulatory submissions and product life cycle management.

Each application shares our commitment to delivering quality management applications that help mid-sized life sciences companies in the Middle East, Africa, and South America, take control of their processes through digital transformation.

More Than Software

The Scigeniq team has deep, unparalleled knowledge of the pharmaceutical industry and quality processes. This expertise is embedded directly into our applications and provided to every customer throughout the implementation process.

That means that our years of expertise are available to you at every step of the process, and proven best practices are “baked into” our applications.

Scigeniq: We Deliver Technology-Based Advantages to our Customers

Scigeniq provides software and expertise to life sciences companies in the Middle East, Africa, South America, and around the world to accelerate their digital transformation. We provide expertise, guidance, and software solutions to our customers, which allows them to rapidly gain new capabilities and advantages based on proven technologies.

LEARN MORE:

Visit www.scigeniq.com
 Email: info@scigeniq.com
 Phone: +971 4 568 6972

