

SoftCoD allows you to manage the approval, distribution and archiving of all controlled documents. SoftCoD is ready-to-use for such document types as manuals, procedures, work instructions, forms, job descriptions, product specifications, inspection specifications, test methods, and much more.

### Import

- Import existing documents
- Link related documents
- Multiple document database
- Multiple document repositories
- Multiple document revisions
- Multiple document status

### Review

- Document revision history
- Document dispatch(es) history
- Automated review & approval process
- Full search of document metadata
- Rich reporting functions
- Multiuser environment
- User access levels

### Dispatch

- Electronic distribution of documents
- Record and display electronic signatures
- Automatic PDF stamping
- Hard copy distribution tracking
- Automated transmittal notes
- MS Outlook® integration
- Lotus Notes® integration

Lotus  Notes

