

Product Information

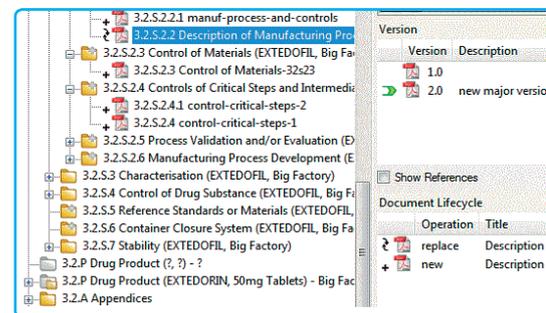
# miniDMS™ for eCTDmanager™

## Document Management in a Smaller Package

While there are many advantages to using a Document Management System (DMS) over simple file system storage, small organizations often do not have the necessary technical knowledge or finances required to invest in such systems. Despite this, the requirement to effectively manage documents remains a pressing issue.

### Benefits

- Secure, efficient management of all documents related to regulatory activities
- Easy access to documents
- Document version & rendition control
- Controlled and improved document distribution
- Fully integrated in eCTDmanager interface
- Disaster recovery
- No lost files
- Improved regulatory compliance
- Swift and cost-effective implementation and validation
- Cost savings by lowering the total costs of ownership (TCO)
- Easy to use, user-friendly



Version view and Document Lifecycle view of a document in miniDMS

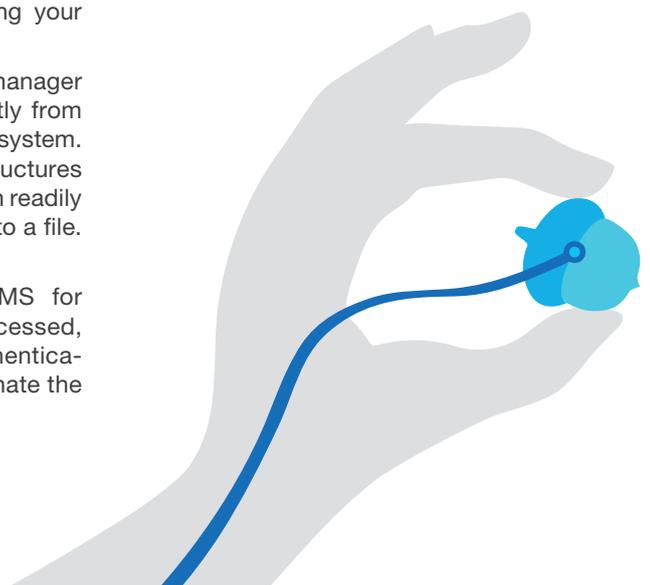
At EXTEDO, our experience of working with dozens of small to middle-sized organizations has enabled our team to develop the ideal integrated document management solution – miniDMS. As an optional module for eCTDmanager, miniDMS provides some essential functionalities and benefits of a full-blown commercial DMS repository, but with significantly less complexity.

## Securely manage regulatory data throughout the entire submission lifecycle

miniDMS enables you to securely manage regulatory data throughout the complete submission compilation and publishing process, ensuring compliance with standard documentation guidelines. With miniDMS you can manage administrative and archiving tasks more efficiently, streamlining your business processes and saving time and resources.

EXTEDO's miniDMS integrates directly into your existing eCTDmanager project database. Documents can be added to a submission directly from the miniDMS repository or by selecting them from within a local file system. miniDMS also provides support for importing dossiers and other structures such as SPL. To locate content already stored within miniDMS you can readily search by name, keyword, content, or any other metadata attached to a file. This allows for a quick and easy access of documents.

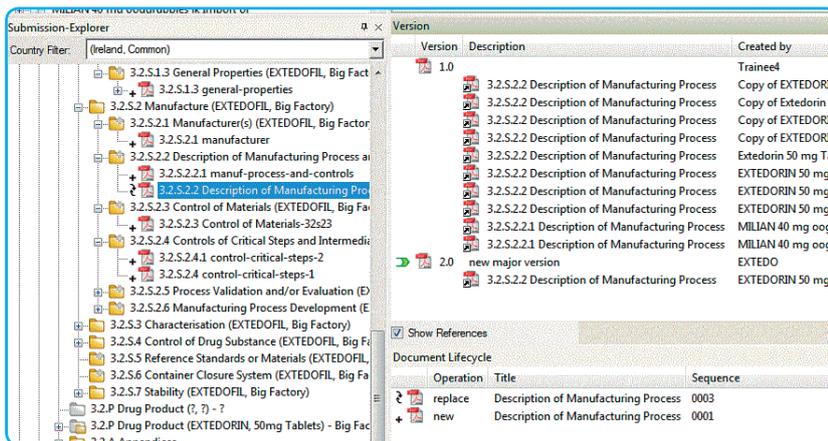
With its version control and permissions management, miniDMS for eCTDmanager enables submission documents to be securely accessed, updated and managed. In addition, its built-in encryption and authentication systems protect your documents against illicit access. To eliminate the



## Functional Overview

- › Upload documents to miniDMS repository from local file system via drag & drop or dialog box
- › Documents added to the submission from local file system are stored in miniDMS repository automatically
- › Automatic conversion from Word to PDF format when adding a document to a dossier within eCTDmanager
- › Document version control; check for new version
- › Version view, including showing references of document versions
- › Original document attachment: add the original document source (MS Word document) to the existing PDF document
- › Store a Word document in miniDMS and embed it in a submission in eCTDmanager at any time during its development process
- › Import dossiers and structured documents like SPL
- › Separated management of customer documents: edit and store documents independently from eCTDmanager without access to the dossier
- › Improved, faster, and more flexible search

risk of lost documents, miniDMS creates back-up files that can be uploaded to an off-site data center for storage and disaster recovery. If you are using eCTDmanager and do not already have a DMS to support the management of your submission content, then miniDMS is the essential solution for your business.



The Reference view shows where in the submission a document is being used

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### About us

EXTEDO is a leading solutions and services provider in the field of Regulatory Information Management (RIM). We focus on optimizing our clients' eRegulatory business processes and are the only vendor that provides solutions covering the entire regulatory landscape. Today, EXTEDO enables more than 35 regulatory authorities and over 700 maintained customers across 60 countries to deliver Effortless Compliance™.