Hyland Perceptive Document Control Suite

Gain Control of your Documents

The Perceptive Document Control Suite from Hyland eliminates one of the biggest barriers to business productivity—the continued growth of unsecured, untracked, unmanaged and redundant documents. The Perceptive Document Control Suite allows users across your organization to create, edit and maintain documents using any desktop application. You can then initiate and track document control from Perceptive Content or directly within Microsoft Office and other applications that support Web services.

The solution incorporates version control, library services and digital signatures—a combination of capabilities that promote single-source collaboration, enhance efficiency and protect document integrity. At any point in a business process, users can check out the latest version of a document, check in a new version, review a history of revisions, digitally sign the document and more.

The Perceptive Document Control Suite is built on the enterprise content management foundation of Perceptive Content. This means it integrates seamlessly with other solution features like user security, annotations, advanced searching, auditing, projects, tasks, e-forms, worksheets, workflow and retention management. That way, you have the ability to comprehensively manage your business documents throughout their entire lifecycle.

Functional by Design

- Manage virtually any type of document or file
- Simplify document collaboration from creation to approval
- Access any version of a business document instantly
- Ensure there is only one master version of a document
- Maintain the content integrity of managed documents
- Securely comply with regulatory demands

An Inside Look

Version control and library services

Perceptive Content provides an effortless approach to preserving the security and integrity of business documents. Through intuitive version control and library services functionality,

Perceptive Document Control Suite users can collaborate on key document management tasks within a variety of applications and user interfaces.

Function	Perceptive Content Clients	Web Services	Interact for Microsoft Office
Document creation and editing	✓	✓	✓
Check-in and check-out controls	✓	✓	✓
Version control	✓	✓	✓
Access controls (security)	✓	✓	✓
History and audit trails	✓	✓	✓
Review and approval workflow	✓	✓	

Digital signatures

Electronically sign any document within the Perceptive Document Control Suite using advanced public-key infrastructure (PKI) technology embedded into Perceptive Content and applications that support Web services. This technology:

- Employs private- and public-key encryption (Asymmetric cryptography)
- Conforms to NSA-approved Suite B cryptography standards and FDA 21 CFR Part 11 regulations
- Tracks auditing details such as verification, voiding and history

Legally binding digital signatures authenticate the signer of a document and verify the integrity of a signed document's content within your business environment while strengthening compliance with Sarbanes-Oxley, HIPAA, FERPA and other regulatory initiatives. Additionally, an addendums feature within Perceptive Document Control Suite allows you to append pages to a digitally signed document while maintaining the integrity of any existing digital signatures.

Learn more at Hyland.com ››

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