



co.external communication

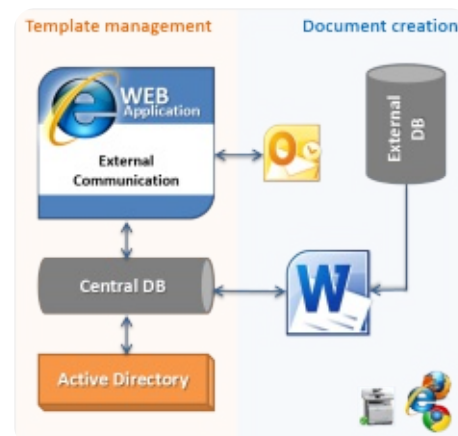
Automated output and template management

- ✓ How often does your organisation correspond with business partners, product users or citizens?
- ✓ Is the content legally or commercially relevant?
- ✓ Does your organisation require a common and unified layout, controlled content and respected corporate design?
- ✓ Should the effort of multiple content generation and review be avoided or systematically eliminated?
- ✓ Do you need an audit trail to keep track of critical parts of the communication?
- ✓ Did your organisation cross the threshold, where manual controls are feasible?

Professional template creation and revising

Through a modern web interface all users can manage their templates and documents centrally. The integration of the familiar Microsoft Office package eases the use, minimises the operational effort and enhances the productivity. All tasks are monitored centrally and multiple creation of content is avoided. Automated distribution, reminder and escalation procedures control the workflow. All content and templates can be versioned. All changes are logged in the central database. After the content or template has become invalid, the system withdraws it from the user access and archives it. To avoid redundancies and inconsistencies all content can be referred or embedded in templates – incl. recursions. Respective

Add Ins (Word, Excel, Visio) enable direct access to templates and documents from the Office application incl. automated user authentication.



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Template creation and editing

Efficient management and distribution

All static data is imported from the Windows Active Directory or another HR-interface to allow a completely dynamic notification mechanism.

The templates are arranged and distributed under geographical and/or organisational aspects. Hence, each employee can only see the parts that are relevant for him. He is acknowledged about changes in his parts of templates and content. The group of content authors can be separated completely from template designers to establish a segregation of duties principle. Thus each user finds his personal environment allowing him to work highly effective.

Sometimes external regulations change. All required changes to internal documentation can be derived easily: a reference list shows all content and templates that are logically depending on the changed parts of the external regulation to enable a target oriented and efficient change management process.

Publication, printing, archiving or any other output channels can operate without changes or additional investments. An open architecture allows to connect co.external communication by configurable interfaces to other existing systems.



Corporate Governance:

co.external communication supports your Corporate-Governance- framework or your sovereign tasks. A transparent and technological platform minimises legal or reputational risks, structures the communication and provides a solid information base for product improvements.


Interfaces:


The digital output from the testing facility is directly imported into co.external communication.


All static user data and organisational master data are kept current by automated import from the Windows LDAP or Active Directory or any other HR-data source. An open architecture makes the implementation of other interfaces easy.


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Of course our solution **supports all processes** in quality management. The basic module is **individually expandable** to:


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Document management


 **co.contracts**
Contract management


 **co.projects**
Project management

 **co.audits**
Audit- and task management

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 **co.external communication**
Template management

C.O.S at a glance

- Tailored solutions
- Flexible
- Software for tomorrow
- Fast
- Cost efficient
- Up to date web-based technology
- Automated Information Distribution System
- Solutions for enterprises of any size