



Anthem Document Control System

Anthem is a web-based document control system that makes it easy to manage documents and make them available to your organisation.

Anthem has all the features you'd expect of a document control system such as version control, security, and the ability to tag documents in a flexible way so that documents can be logically stored and retrieved. Anthem will store any type of document or file allowing users to pull together multiple formats and elements of a document, such as word files, PDF's, and images, and keep it all together in the one online system.

Anthem is available on an enterprise plan as a cloud service or for installation onto a company intranet for improved speed, integrated security, and storage limited only by your network resources.



Version Control & Multiple Formats

Documents can have any number of versions stored with a draft or final status. Each version can have multiple file type formats stored together so you'll never lose the original documents used to create your documentation.



Advanced Search & Document Tagging

Search for documents based on title, description, and keywords or tag documents with additional meta information such as project IDs or Job Number for easier searching to automatically build a document register per project or asset.



Online Previews

For PDF's and images files, previews are provided to users within their browser to allow them to read controlled documents immediately.



Security & User Management

Documents can be restricted to read or write access for a particular user or group to ensure only appropriate people can access documents. Users are created and assigned to specific security groups with differing access levels.



Transmittal Log

Record when a document is communicated to a client with notes to form a communication log so you know what version of a document people have.



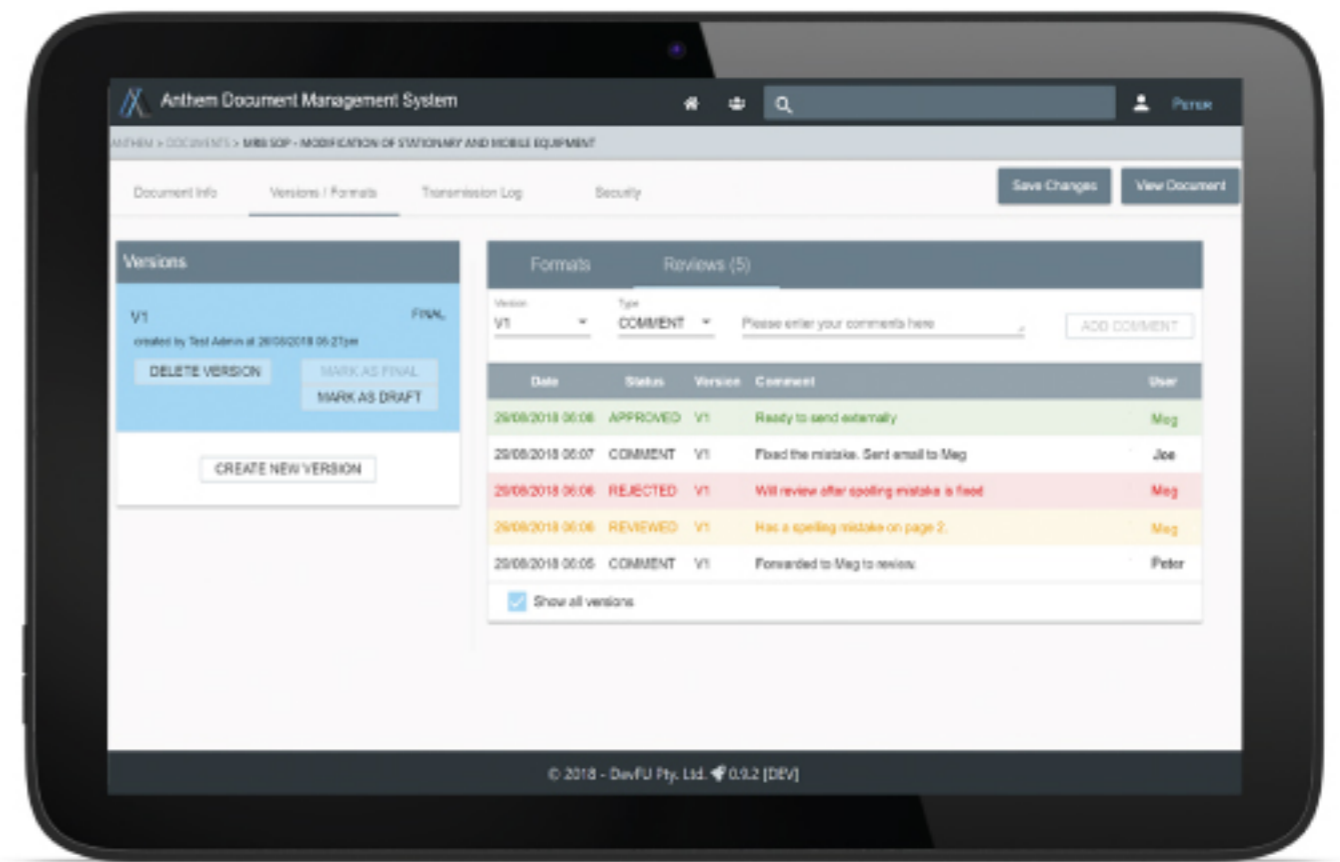
Atlas Document Maps

Anthem supports document maps called atlases. Atlases help to group related documents, such as procedures, into an easy to navigate documents structure. Atlases can be both per user or shared organisation wide.



Revision Workflow Management

Manage draft revisions that require a series of reviews and approvals to publish a document.



Integration with Vastuu Responsibilities Database

Integrate Anthem with Vastuu Responsibilities Database to understand responsibilities under particular documents that form part of a system.

By identifying responsibilities under key documents, all responsibilities relating to a person and position can be pulled together in a central place so that responsibilities are well communicated and understood.

Vastuu can be integrated with Enterprise editions of Anthem or sold as a stand-alone product.



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