



EMC² | **documentum**
Consulting | Select Services Team

Intellidox[®]
Solution Series

SOLUTION PROFILE | Policies & Procedures Management Solution

Business Profile

The organization is a global uranium enrichment corporation headquartered in the UK with operations throughout the EU and in the United States. The new US facility will provide the country with a domestic source of low-enriched uranium for its 103 commercial nuclear power plants.

Industry

Energy, Nuclear

Geographies

Site and US operations located in Eunice, NM
Global headquarters, Chester, UK

Business Solution

Procedures Management

Solution Highlights

Products, Technologies

Intellidox[®] Procedures Management Solution
Documentum[™] Content Services
Regulatory Publishing Transformation Services[™]
Brava! for Documentum[™]
Media Transformation Services

Size, Scope

1 content server, 1 app server
1 docbase
850 licensed users

Consistent Control and Management of SOPs in a Regulated Environment

Challenges

The nuclear power industry is a highly regulated environment and requires strict adherence and consistent use of standard operating procedures (SOPs) to ensure safe and continuous operation. Effective management of these critical business documents are essential to the organization. The client recognized that it needed a simple, but powerful solution for managing the creation and revision of SOPs.

Solution

The procedures management solution was the company's first solution implemented with the Intellidox[®] framework. The solution provided the client with a full revision control process that consistently manages procedures throughout their lifecycle.

Smart Automation

At inception, each new procedure, or revision, is automatically named and filed based on its functional topic and level of use. As a procedure transitions from one lifecycle state to another, the solution controls the document's location and security, creates a watermarked PDF copy, and notifies key groups for review. The solution automatically performs an up-rev process for approved revisions, ensuring that all users are accessing the latest, approved revision.

The solution provided a number of automated notification and reports. On a nightly basis, an email notification containing the list of all newly issued procedures and revisions is distributed to all department manag-

ers. Another automated notification is distributed to the Procedures Supervisor whenever a procedure is due for periodic review. Additionally, supervisors have access to several pre-built reports, including a Procedures Aging Report that captures the duration each procedure has spent in a particular state prior to issuance.

Smart Control

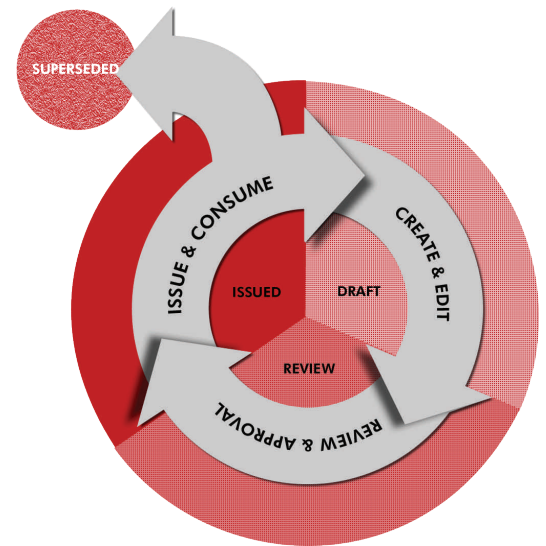
The Intellidox platform provides the client with an amazing degree of control and flexibility with its Procedures Management Solution. The majority of business rules enforced by the system, such as naming, filing and the lifecycle, are completely configurable by an administrator. The Intellidox Name Resolution™ (INR) engine provides an extremely powerful meta-language tool for dynamically resolving values and paths at runtime.

The Intellidox solution leverages the built-in Documentum security model and extends it further to provide additional security and access control for key application functions. Administrators can readily configure security for the following:

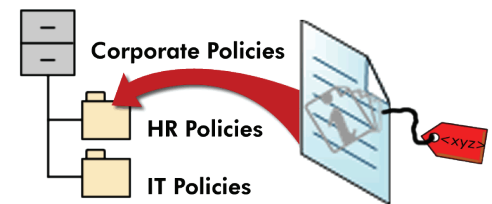
- who can create new procedures;
- who can promote from one state to another;
- who can initiate new revisions; and,
- who can complete a revision (execute an up-rev).

Results

The Intellidox Procedures Management Solution provides the client with a complete solution for managing procedures through their entire lifecycle. It provides the right amount of control and consistency while maintaining a high degree of configurability and flexibility that enables the solution to continue to evolve and grow with the organization. The Intellidox platform has enabled clients to more fully leverage their ECM investment and scale its benefits throughout their organization.



Effective revision management of policy and procedure documents ensures business continuity and regulatory compliance. The Intellidox solution enabled our services team to model, prototype, and implement revision control processes for all types of directive documents.



Intellidox's *SmartFiling* and *SmartNaming* features provided flexibility to model all of the client's standard naming and auto-filing scenarios. Based on the Intellidox Naming Resolution (INR) engine, these capabilities are fully configurable and extremely powerful.

Intellidox™ Solution Series

The Policy & Procedure Management Solution is part of the Intellidox Solution Series. Intellidox is an intelligent application layer that extends the functionality of the Documentum ECM platform and enables clients to quickly and effectively configure business logic for their enterprise content.

Be smart. Intellidox for intelligent ECM solutions.

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Forefront Technologies is a technology services and system integration firm focused on providing comprehensive, cost-effective, content and knowledge management systems for today's forward-thinking enterprises. For more information on Intellidox, Intellidox Solution Series, contact us:

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