



## XMetaL® for Policies & Procedures

### Automated content creation and publishing makes regulatory compliance easier, more reliable

Regulatory requirements can feel like an opposing current pressing on your organization, impeding forward momentum. But they're a fact of corporate life – and for some industries, a reflection of foundational values, ethics, codes of conduct and accountability.

But without the right systems in place, documenting policies and procedures across HR, legal, and operational fronts can be a complex task.

Automation can take the guesswork (and sheer effort) out of meeting regulatory requirements. With a technology-enabled process to manage high volumes of content and documentation, deliver consistent, up-to-date information to staff – and ensure compliance by flowing that information through the right channels with speed and efficiency.

XMetaL brings together robust technology, comprehensive services and best practices that help your organization to shift from redundant, resource-intensive, whole-document publishing to reuse-focused topic-based publishing. Thanks to the principle of write once, use many, eliminate authoring, reviewing and production overlaps and speed the translation and delivery of global content.

Organizations in some of the world's most regulated industries – from financial services and insurance to life sciences, logistics and manufacturing – have made this impactful transition with the XMetaL solution for policies and procedures. The solution combines technology, services and best practices including:

- **XMetaL Software:** Empower even non-technical authors and contributors to write, edit and update policies and procedures with ease, thanks to award-winning solutions for XML-based content authoring, collaboration, and reviewing.
- **XMetaL Connector:** Choose your organization's best-fit content management partner to manage content throughout the lifecycle and to localize, publish, and reuse information from a single interface.
- **Proven Best Practices:** Leverage industry-leading experts to manage change and produce optimal results through careful consideration of all the people, processes, technology and content that impacts policies and procedures management.

Some of the world's most content-rich, heavily-regulated organizations count on XMetaL for reliable, efficient policies and procedures content, achieving quantifiable results immediately after implementation and for the long-term:

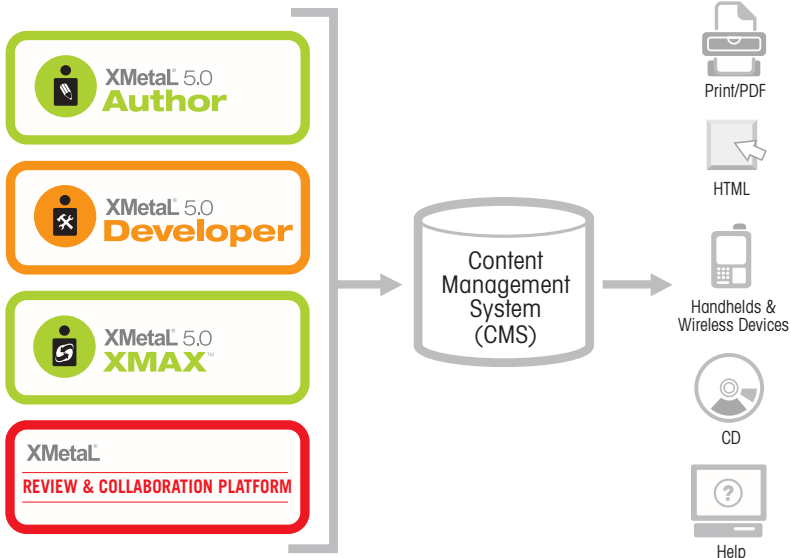
- Maintain safe operation of equipment and compliance with regulatory and industry standards by accelerating documentation updates to the field

**SOLUTION OVERVIEW**

- Improve productivity with centralized reviewing and approvals, and automated content reuse
- Ensure regional compliance by introducing structure, control and consistency to global processes
- Preserve an auditable document history by retaining documentation revisions, comments and approvals
- Save money by publishing traditional manuals online from one single master source

We will help your organization bring greater control, structure and efficiency to your policy and procedural documentation. With XMetaL, create, collaborate, review, and publish in large volumes to worldwide staff – and see it done faster and with fewer resources.

**XMetaL®**



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**About JustSystems**

JustSystems is a leading global software provider with three decades of successful innovation in office productivity, information management, and consumer and enterprise software. With over 2,500 customers worldwide, the company is continuing a global expansion strategy based on its xfy enterprise software, XMetaL content lifecycle solutions, and its pioneering work in enabling XBRL financial reporting technologies. JustSystems is one of the 2008 KMWorld 100 Companies that Matter in Knowledge Management, a 2008 EContent 100 member, and was recognized on the 2008 KMWorld Trend-Setting Product list for XMetaL. Major strategic partnerships include IBM, Oracle and EMC.

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