



#### Benefits

- Easy to use and maintain
- Full text or drop-down search using metadata
- Provides consistent workflow for editing, review and approval
- Automatic publishing process (document management rules)

#### System Requirements

- Windows Server 2008
- IS 6.0 or greater
- Microsoft SharePoint 2010



# Aspect® Document Lifecycle Accelerator

Enables organizations to manage policy and procedure documents

Aspect empowers organizations to achieve superior outcomes, enhance productivity, reduce costs and discover new revenue streams. A broad understanding of issues, protocols and emerging trends in business and the health care industry, along with deep Microsoft technical expertise, allows us to deliver high-impact policy and procedure solutions.

The Aspect Document Lifecycle Accelerator framework leverages the power of Microsoft SharePoint to standardize, manage, store, archive and retrieve policy and procedure documents. This central, portal-based platform is easy to use, and allows you to organize structured and unstructured information so you can better align employees, business processes, data and technology to reduce your costs and increase productivity.

#### Managing Policy and Procedure Documents Can Be Challenging

Businesses, and especially healthcare organizations, are driven by policy and procedure documents that cover administration, security, human resources and other core support functions. Managing these documents has traditionally been a time-consuming manual process involving creation, dissemination, revision, approval, archiving and reporting. And typically this means confronting large amounts of paper, committee meetings and long-term paper document storage.

#### Complete Lifecycle Management

Built-in collaboration and tracking tools provided by Aspect Document Lifecycle Accelerator speed the development of new and revised policies. Using your SharePoint enterprise portal, employees and teams can easily collaborate to revise and create documents and use built-in tools to manage the review and approval processes. With published policy tracking, automatic reminder notifications are sent when policies are due for review. Approved documents are published to a policies and procedures library, creating a secure, legal archive that is easily accessible.

The solution also centralizes document management and storage in one portal location with role-based rights. With deep-searching capabilities, it is easy to find and access stored documents. The policy management component of the Aspect Document Lifecycle Accelerator tracks version histories for each document and can provide reference links to evidence content or associated JCAHO requirements.

Compliance for accreditation and legal regulations is significantly streamlined by combining your enterprise portal with Aspect Document Lifecycle Accelerator for policy management. Documents can be rapidly found based on effective date and the audit trail is clear, making it easy to retrieve and export policies in effect on the date of a sentinel event if the need arises.

The framework of Aspect Document Lifecycle Accelerator for policy management eliminates the reliance on email and attached documents that lead to version control problems and sluggish workflow. So you can save resources usually spent on communicating, distributing and manually maintaining policies and procedures.

**Aspect – SharePoint Document Management**



Aspect Document Lifecycle Accelerator for policy management includes document management approval performance metrics to quickly locate bottlenecks in the workflow processes over a variety of deployment configuration possibilities.

**Implementation**

The Aspect Document Lifecycle Accelerator for policy management solution is completely customizable to organize and classify policy and procedure documents. Aspect guides your staff on best practices to collect, classify and upload documents into the portal solution, then trains administrative employees on how to use the tool's document load, archival and auditing capabilities. The solution typically takes six to eight weeks to implement based on your staff readiness, number and types of documents and training requirements.

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**About Aspect**

Aspect is the only software company with a fully-integrated interaction and workforce optimization platform for enterprise contact centers globally that need to profitably (and seamlessly) orchestrate people, processes and touch points in an era when the contact center is the new center of the customer experience. For more information, visit [www.aspect.com](http://www.aspect.com).

