

PLATO XERI™

Systematic Document Management

What is XERI™?

XERI™ is a secure and efficient document management software for the systematic and standardized control of documents in your organization.

Why use XERI™ for your Document Management? Your Benefits.

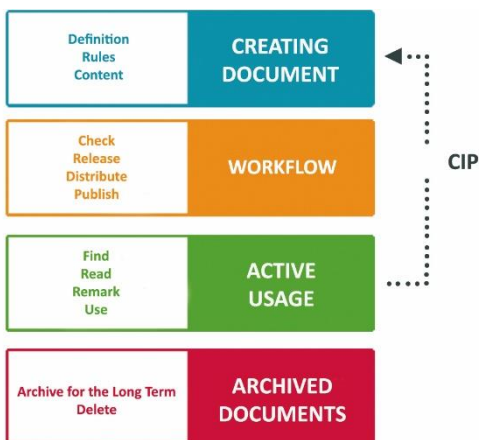


Simple and intuitive

Creating, sharing, providing and searching for all kinds of organizational documents – all this is easy with XERI™. Live search, tagging and storable search filters make it easy for your employees to access the right document. Companies can customize the document management software XERI™ by creating graphical entry pages.

Familiar and supportive

Regardless of how you get to your document, the path to it is intuitive and the training effort is minimal. Comments on documents give you valuable feedback – in line with the continuous improvement process. The integration of familiar Microsoft Office applications makes it easier to work with documents. Everything is designed for easy and intuitive use.



Perfect support of the document life cycle

All critical activities in the life of a document are monitored by XERI™. Use this advantage for your document management and concentrate on the document content.

Working with guidelines, rules and proposals creates standards in your organization. Sit back and relax, because XERI™ ensures that the right document is made available to the right document user in the current version with fulfilment of the formal requirements.

Here applies: Only currently valid documents are available!

Systematic Document Management



Nothing forgotten. Always keep an overview.

XERI™ is your personal assistant, because it informs, reminds and – if necessary – escalates. It provides you with transparency about open tasks and the status of documents. Further applicable documents are linked and monitored. Inconsistencies in the document landscape are detected. XERI™ relieves you of formal and administrative tasks.

In compliance with standards and laws.

Your company has to meet high standards? The document management system XERI™ provides an efficient solution based on highest security, from electronic signatures to a system-wide audit trail. Compliance with normative requirements as well as legal regulations is ensured holistically and documented in a comprehensible manner at all times.

With XERI™ you have the right answers to the auditor's questions about your documentation.



Flexible integration.

Everything from one single source, because the XERI™ document control system offers an extensively documented programming interface (API) for easy implementation of interfaces. A fast and targeted storage of documents from a file system is possible as well as the import and export of documents.

Possibilities of Use

- **Management systems**
Business systems, manual management
- **Specifications documentation**
SOP, instructions, flowcharts, organization charts, process descriptions
- **Form management**
Reports, minutes, evidence
- **Product documentation**
Specifications, validation documentation, instructions for use
- **Marketing and sales documentation**
Presentations, price lists, corporate-design
- **Contracts**
Business agreements, supplier agreements, framework agreements