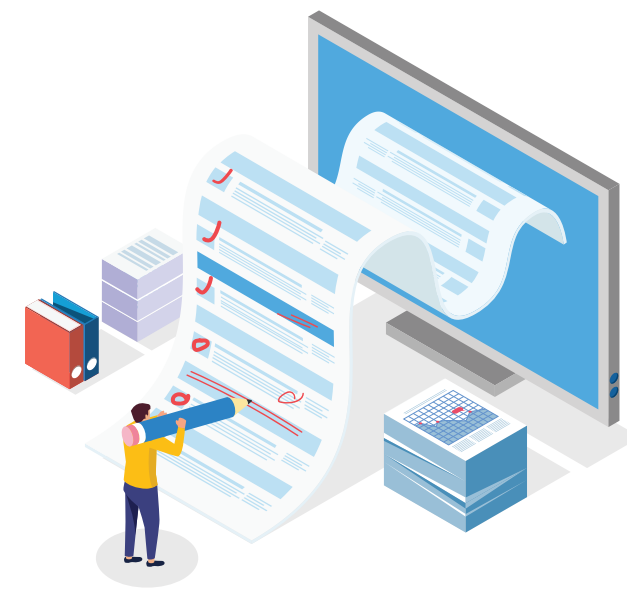


Top 10 Benefits of Digital Document Management

Many companies in the food & beverage, supplements, and CPG industries still rely on manual processes and static tools like shared drives, spreadsheets, and sluggish databases to manage crucial regulatory compliance documentation. With mission-critical information scattered across multiple locations and poor visibility into what other members of your supply chain are doing, it can feel like you're spinning your wheels. Fortunately, there's a better way. We've outlined the ten benefits of moving to a digital and centralized document management solution with TraceGains.

1 Better Version Control

Using shared drives and email to manage documents is problematic as there's no built-in version control. Being able to go back in time to review changes is also nearly impossible without digital versioning mechanisms. TraceGains automates version control allowing you to track and refer to past documents and revert to a different version if needed. And when people are working on the same document simultaneously, the system tracks all changes in real-time, eliminating the need for emails and phone calls.



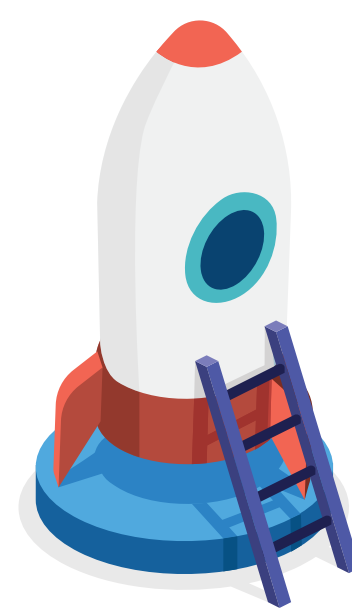
2 Facilitated Collaboration

With an increasingly global and complex supply chain, collaboration across departments and with suppliers and co-manufacturers is more complicated. TraceGains improves collaboration, both internally and externally, through a shared platform, workflows, and alerts. When internal and external stakeholders across your supply chain can access a single source of truth, visibility into document status is clear, and stakeholders receive instant notifications when they need to take action, ensuring progress continues.



3 Improved Efficiency

Speed is crucial for food and supplements companies, particularly when it comes to new product development. TraceGains allows teams to streamline and automate document management, eliminating the need for manual processes. The system also highlights bottlenecks and enables teams to complete tasks in tandem vs. waiting for the next step in the process. Fewer manual processes speeds up NPD processes related to supplier and ingredient qualification.



4 Business Insight

Document content and metadata represent a significant portion of your intellectual property and are a gold mine of information. When documents are collected and filed away either in a filing cabinet or a shared drive, you can't mine the data they contain for business insight into things like risk profiling, trending, and other essential information. TraceGains allows you to leverage the data in your documents to power dashboards and reports for whatever information is critical to your business.



5 Increased Document Security and Control

Regulated documentation and information are often sensitive, making adequate security and control crucial. Attempting to do this manually exposes your business to risk. The ability to demonstrate custody and traceability of documents is a regulatory requirement. TraceGains helps businesses comply with automated audit trails and security controls for user access and document sharing. Documents are one of your primary assets, and protecting them should be at the top of your list.



6 More Reliable Backups

If you don't know what documents you have, it's unlikely you'll back them up adequately. Traditional document management practices encourage saving documents on local computers and non-controlled shared drives. This approach doesn't cut it when regulations require your team to produce original and legible copies of all records at a moment's notice. TraceGains centralizes documents and records and stores them in one location, making backing it all up a snap.



7 Better Knowledge Management and Search

How many times have you tried to find a document or key piece of information unsuccessfully? Finding what you need is easy with the automated indexing capabilities in TraceGains. A quick keyword search is all it takes to instantly access the right document or information. Not only does this reduce audit prep from weeks to hours, it significantly cuts the time your team spends searching for information and documents for other business activities. What's more, TraceGains has an API that allows you to share information back and forth between your ERP, CRM, PLM systems, and TraceGains for complete supply chain visibility.



8 Easier Document Management

For many food and supplements companies, managing documents stored in electronic folders, and organizing them by suppliers or raw material numbers is a constant struggle. When teams lack visibility into critical information, such as material expiration dates, it leads to problems like outdated documents and living in fear of an audit. TraceGains makes it easier by automatically collecting and organizing supplier documentation, and sending notifications to suppliers when documents are about to expire.



9 Built-In Regulatory Compliance

Recordkeeping rules to comply with the FDA's Food Safety Modernization Act (FSMA) are robust and complex. The extensive requirements place a significant administrative burden on food and supplements companies. TraceGains streamlines document management and automates most of the work so your company can more easily satisfy regulatory requirements while improving performance in key areas like food safety and quality.



10 More Consistent Content

Ensuring that content is well-formatted, named, and controlled isn't easy. Getting everyone to use the latest templates or ensuring revisions build on the last approved version in a paper or shared drive environment can be very difficult. With TraceGains, you get configurable templates with document revision management functionality to drive consistency.



Learn More About TraceGains

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