

# The NextDocs Document Management System for Oil & Gas Industry

Oil & Gas companies face a myriad of frequently changing compliance and control challenges such as the health, safety, environmental and security (HSES) of its upstream and manufacturing operations, financial, corporate governance, and information-related security and compliance.

NextDocs provides a comprehensive and cost effective platform that helps companies to implement processes to reduce risk, ensure compliance and raise quality. It includes extensive features to address ISO 9000 quality standards, ISO 14000 environmental management standards (EMA), and rigorous Federal Energy Regulatory Commission (FERC) requirements. All this is accomplished through a proven and easy to use SharePoint platform.



## Comprehensive Capabilities in a SharePoint based Environment

The NextDocs Document Management System delivers everything you expect in a compliant enterprise document management solution, all on a proven platform – Microsoft SharePoint. The NextDocs solution leverages Microsoft technology, with a user friendly interface, and seamless integration with Office applications, user adoption is far easier and faster than with traditional proprietary document management systems.



### Key Benefits

- Increases productivity and efficiency across the enterprise through automation
- Simplifies regulatory report preparation and compliance
- Enhances workers' abilities to make decisions and take action
- Facilitates regulatory compliance across your enterprise
- Improves business and operational effectiveness with a solution that can be quickly deployed and adapted to meet changing regulations



# The NextDocs Difference:

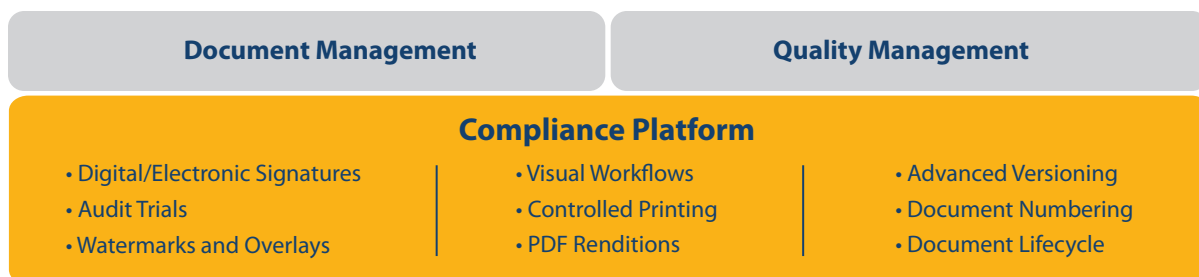
## Compliance without Complexity

The NextDocs Document Management Systems are out of the box modules that are built on the NextDocs Compliance Platform. The modules are 100% browser-based that are built in and fully integrated into the SharePoint framework.

SharePoint's familiar user interface and seamless integration with Microsoft Office applications provide a familiar environment for users. IT professionals enjoy the fact that NextDocs modular solutions install directly into their SharePoint environment, extending rather than replacing familiar system administration processes. The result is faster deployment, higher adoption rates and far lower costs than alternatives based on legacy platforms.

## The NextDocs Compliance Platform

The NextDocs Compliance Platform provides an extensive set of features to address ISO 9000 quality standards, ISO 14000, environmental management standards (EMA), and rigorous Federal Energy Regulatory Commission (FERC) requirements in North America as well as Europe.



- **Electronic/Digital signatures** that address all regulatory requirements
- **Audit trials** provide a detailed log including every activity performed in the system
- Controlled document management including configurable application of **watermarks & overlays**
- Flexible and powerful process automation tools for **change management, document review, and approvals**
- **Check In/Check Out** controls to prevent documents from being overwritten
- **Metadata tagging** that can drive folder placement and/or lifecycle decisions automatically
- **Folder templates** that allow all or part of a folder structure to be saved as a template
- Real time **Adobe PDF conversion** triggered by document state or workflow step
- **Version tracking** with major and minor versioning, version history and previous version restoration
- Configurable **document numbering** allows flexible numbering schemes
- **Lifecycle management** allows management of the document from inception to obsolescence