Digital Content Control

Do You Have the Right Checks and Balances?

If you are like most customers, each and every day your departments are involved in creating, drafting, approving, and publishing your enterprise content to your business constituents. These types of processes oftentimes are manual and people-intensive and they range from very simple intra-departmental scenarios up through more complex inter-departmental routing, reviews, and approvals.   And, since your processes are manual and likely using your corporate email platform as the primary routing conduit, there are inherent costs and inefficiences to the time, effort, and expense required to take your content from inception to deployment.

ClearCadence understands that keeping control of content requires a structure for a company to perform these important functions in an efficient, organized, and auditable manner. That's why we developed **ClearNotice**, a configurable workflow solution that allows organizations to closely manage, track, vet, and approve what content gets published, both to internal and external consumers. By utilizing a dynamic approval cycle along with the appropriate parties involved with the proper permissions, **no content should ever be viewed without going through your company's authorization channels.**

Implementing Your Own Digital Content Control

By building ClearNotice on the **Alfresco** Digital Business platform, ClearNotice provides the following:

Create & Edit
Prior to initiating the workflow, a user creates or updates a piece of content within an Alfresco Content Services (ACS) repository. Once the content is ready for review, the ClearNotice workflow begins. This workflow is triggered by starting the process and providing key information such as:

- Is it a new or existing piece of content?
- Is the initiator the owner?
- What is the reason for the change?
- Or any other questions pertinent to the content or your business..
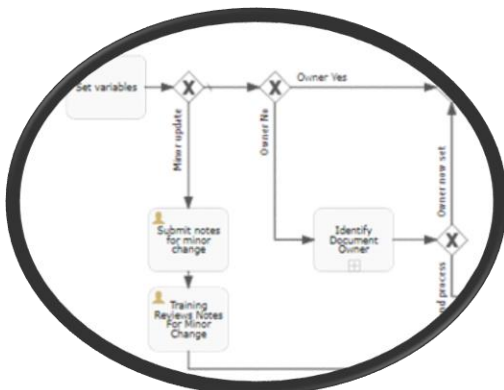
Owner Decision
If the process initiator is NOT the owner of the content, the workflow branches to the Owner Decision sub-process. In this sub-process, the initiator defines who they believe is the department owner of the content. The selected department has the choice to either Accept that they are the owner, Reject it, or Reassign the content to a different owner. If reassigned, the content continues to loop through approvals until a final decision on the owner is made.

Complete NEW document form

Assignee: Keith Howell Due: in 3 days Part of process: Change Control MAIN - November 6th 2017 Ended: a day ago Duration: 32 seconds

No people involved | No groups involved | No content items | No comments | No checklist | SHOW DETAILS | Audit Log

Change Control Workflow

Document to Upload

Requirements S...

Document Properti...

Document Type

doctype_policy (Po...

Document Descript...

requirements

Document Owner

Training

Workflow Properties

Time...

Work...

Notes

[em...

Training Consolidated Review

Assignee: Keith Howell Due: No due date Part of process: Change Control MAIN - November 6th 2017 Ended: a day ago Duration: 1 minutes

No people involved | 1 group(s) involved | No content items | No comments | No checklist | SHOW DETAILS | Audit Log

Document

Requirements Scorecard.xlsx

Display Dept Owner Reviews

Department	Add to Stakeholders	Agree Document Owner	Notes(if any)

Decision

Assignee: Keith Howell Due: No due date Part of process: Change Control MAIN - November 7th 2017

No people involved | 1 group(s) involved | No content items | No comments | No checklist | SHOW DETAILS

SAVE | APPROVE | REJECT | CLARIFY

Document

Custom Content Models 080...

Notes *

Now I will approve.

Display Query Clarifications (if any)

Query	Clarifications
Why does this show that the policy number is not a required field any longer?	In the meeting on 10/15 it was suggested that it is not required.
Marketing does require this information so please put it back as required.	Ok done.

SAVE | APPROVE | REJECT | CLARIFY

Vetting

When the content is new, a Vetting process takes place to determine who are the stakeholders. Each department can identify themselves as content owners or key stakeholders. All results are tabulated and presented so a final decision can be made. This information is collected and added as metadata to the content.

Approval

The Approval process is a collaboration between the owners, stakeholders and key departments. Each person in the process reviews the updates to the content, asks any necessary questions for clarifications, makes comments, and ultimately Approves or Rejects the updates. The collaboration continues until either all stakeholders approve the updates or the process is terminated by the initiator.

Publish

On the set Publish date, the content is published as a PDF into an ACS repository. This allows public access to the updated or new content as defined by the business.

Communication

Once the content is approved, a communication message is crafted via a separate approval process to establish a formal awareness of the updated or new content and to set the Publish and Go Live dates.

We Know BPM

ClearCadence can provide BPM assistance from learning, defining, developing, and maintaining your Business Process Management Strategy and provide expert-level skills from analysis to implementation. Our services allow you to have the right path for success in executing your BPM strategy at the department and/or enterprise level. Our expertise in the BPM field is provided by certified professions with real-world, practical experience.

Alfresco ™

Proven Delivery Methodology

The ClearCadence Delivery Methodology is a complete and adaptable approach to rapidly deploying your Business Process Improvement initiatives. Developed and continuously enhanced by the industry experts of the ClearCadence Professional Services team, the best practice delivery methodologies help you increase speed to value and establish a solid foundation for on-going process and system improvements by fully leveraging the depth of capabilities and flexibility offered in BPM software solutions.

With a strong customer focus and emphasis on collaboration, the ClearCadence Methodology helps ensure your implementation is easily understood and embraced.

Throughout the entire engagement, you maintain full project visibility and participation, allowing checkpoints and milestones to be easily tracked and measured by everyone involved. The ClearCadence approach to implementation enables the transfer of knowledge and skills to your team, and helps you achieve a rapid and successful solution roll-out that delivers immediate results.

Why ClearCadence?

ClearCadence has the experience and resources necessary for successful planning, architecture, design, development, customization, project management, technical support and education to help you get the most out of your BPMS investment. We offer the right combination of the industry's top people and solutions to help you meet your business objectives. ClearCadence Professional Services deliver:

- ✓ Expert consultants who truly understand BPM, integration, and business process challenges in your industry
- ✓ Trainers experienced in knowledge transfer
- ✓ Superior customer service for immediate response and results with 100% client satisfaction

ClearCadence is committed to your success and to building a long-lasting relationship that helps you realize a strong return from your investment – both now and into the future. Let our Professional Services team help you take full advantage of BPM disciplines and technology by analyzing your business and system processes, identifying issues, and transforming them into efficient solutions.