Collaborative Document Management

Efficient change management solution for time-sensitive documents

Collaborative Document Management

The ever-changing landscape of today’s business environment drives organizations to make frequent and time-sensitive changes to letters, notices and compliance documents. Whether the changes are the result of a regulatory issue or a change in a marketing strategy, the time required to implement those changes is critical. An organization’s ability to effectively manage various documents, whether digital or print, can provide an advantage to the enterprise.

Collaborative Document Management offers organizations the tools they need to conveniently, securely and efficiently edit and proof documents online, thereby increasing time to market.

About Our Solution

NCP Solutions has partnered with GMC Software Technology, a leader in the document output for the customer communication management industry, to provide its clients with the tools they need to gain greater control over their customer communications. The tool, Inspire Interactive, accelerates the process of editing, proofing and approving documents for any size organization.

Privacy and Security

In 2011, The American Institute of Certified Public Accountants (AICPA) created the Statement on Standards for Attestation Engagements (SSAE) No.16 effectively replacing SAS 70 with Service Organization Control (SOC) reporting.

As of January 2013, NCP Solutions completed its Service Organization Control (SOC) 2 Type 2 report in accordance with SSAE No.16 further demonstrating our continued commitment to protecting and safeguarding customer data and information.
Features and Functionality
Inspire Interactive supports on-the-fly changes to critical documents with online access to features that allow:

- **Adjusting** – Modify existing letters in a template-based system
- **Customizing** – Include marketing or variable messages and images
- **Proofing** – Generate PDFs instantly after modifications are applied
- **Generating** – Produce print-ready documents once approved and published

Value-Added Features
Through an easy-to-use web interface, this tool provides the controls organizations need to ensure documents are compliant and secure.

- **Role-based System** – Control user access to features and functionalities
- **Audit Trail** – Review “time stamped” changes to documents by user
- **Approval System** – Control content through set of approvals
- **Transfer Process** – Seamlessly modify and transfer a single document from start to finish

Increase Speed to Market
Modify, proof and approve documents in real-time to reach audiences faster

Maintain Regulatory Compliance
Keep pace with change with instant access to regulatory content

Cost Avoidance
Reduce soft costs of audit and approval workflows as well as the hard costs of programming charges

Reduce Waste
Print documents on demand to reduce forms obsolescence

About Us
For over 35 years, clients across various industries including financial services, insurance, healthcare, utilities, hospitality, telecommunications, and the public sector have relied upon our industry-leading expertise to optimize the effectiveness of their critical business communications. At NCP Solutions, accuracy, security and reliability serve as the cornerstone of service delivery; freeing clients to focus on core business needs. Let us demonstrate how our advanced solutions can adeptly address your communications challenges.

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