



# Knowledge Management

Stay in control of your knowledge assets

Knowledge within an organization is a valuable asset and important to achieving business excellence. Having this knowledge available in a format that is accurate and easily accessible, by the right people at the right time, can help build your resilience. You need to look beyond spreadsheets and traditional static file shares and adopt a company-wide view to increase efficiencies and improve decision-making.

**That's where Entropy™ Software – Knowledge Management can help.**

## Types of knowledge assets



- Design Documents
- Company policies
- Operating procedures
- Training courses and records
- Competency logs
- Legal register
- Management review meetings
- Equipment/asset management

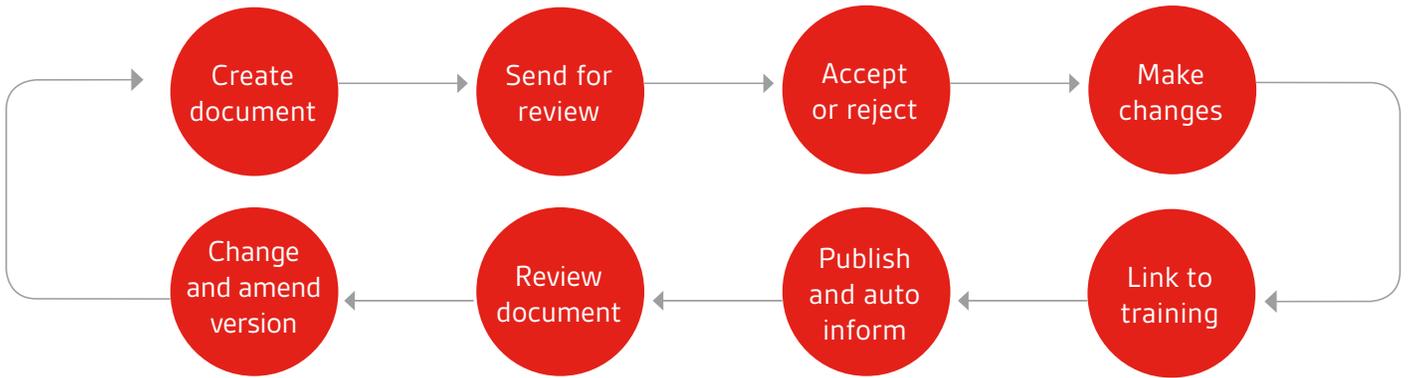
Knowledge Management is an integrated tool that makes it easier and more efficient to share information and maintain competency. Whether its physical equipment, individual knowledge or information assets, it provides a robust platform to help you define related processes and strategies. You'll be able to identify, store, evaluate, refine and share knowledge across your organization. Plus individuals gain visibility of knowledge assets they are accountable for, as well as associated actions they need to undertake.

With user-friendly features, Knowledge Management allows you to:

- **have** a single knowledge base for all your information, including legal register
- **access** the latest versions of documents, procedures and records
- **connect** and track training processes upon publication
- **set** security features to manage approvals, like dual passwords and expiration, encryption and certification
- **schedule** and record meetings to help reduce administration time

From technology and information to process and people, Knowledge Management powered by Entropy Software can give you the insight to drive efficiencies and stay in control of your information.

## Core document control functions



## What are the benefits of Knowledge Management?

- **Automates** the lifecycle of documents, saving you time and resource
- **Ensures** all users have instant access to information they need for their specific business role(s)
- **Supplies** powerful analytics on competency tracking, providing real-time visibility and answers for employees, managers and executives
- **Delivers** a best practice information management approach, highlighting when issues arise or updates are outstanding so you can quickly take control and improve your performance
- **Enables** version control, e-signatures and revision history, which helps demonstrate compliance with regulations
- **Proves** adherence and competency to policies and procedures, by connecting different documents and procedures to training courses

**Personalized dashboards, reports, and automated reminders encourage employee participation and can help make your organization more effective.**

**Entropy™ Software** is a powerful business management solution that reduces the cost and effort needed to proactively manage risk, improve performance, accelerate compliance and help your business grow sustainably.

Composed of three core modules, it provides pre-configured templates and content across leading management system criteria and external regulatory requirements so you can effectively manage compliance, risk, incidents and related documents. A centralized system, you can access, track and share relevant information across your entire organization.

Used globally, by companies of all sizes, Entropy Software enables you to streamline critical processes that drive continual improvement across all areas of the business.