

# Document Control Life Cycle

## CREATE

Documents are created from imported files, Qualtrax templates, current Qualtrax documents, or retired Qualtrax documents.

## EDIT

Documents are then edited using any administrative approved application with Qualtrax's powerful helper application extensions. After the edit is finished, the document is released for review or approval.

## REVIEW

Documents can be reviewed by others before being sent for approval. This process allows the editor to gather suggestions and make final corrections.

## APPROVAL PROCESS

Once released, all document revisions are approved by a set list of individuals or groups. After all employees in the process have approved the document, it is published. If a document is rejected at any stage, it is returned to the editor with rejection reasons.

## PUBLISH

When documents are published, they are instantly accessible to everyone who can connect to your Intranet. No paper documents need to be replaced. Revision history is created automatically. Documents can be re-edited at any point.

## RETIRE

Documents that are no longer applicable can be retired. Qualtrax allows retired documents to be used as a source for new documents. This means a retired document with a good format can be used as the starting point for a new document.

