



Top 8 advantages of an **integrated LMS and DMS** for regulated industries



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Table of Contents

01. Introduction
02. Streamlined document creation cycle
03. Automatic conversion from approved document to read-and-sign course
04. Increased visibility for stakeholders
05. Automatic user notifications for new or revised SOPs
06. Comprehensive and precise recordkeeping
07. Significant time savings and reduced administrative effort
08. Minimized human error and oversight
09. Unparalleled customization
10. What could an integrated LMS/DMS mean for your business?

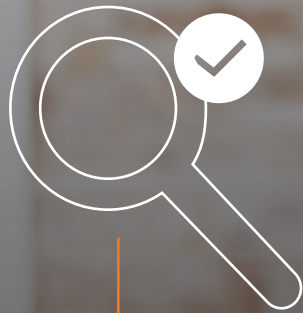


In regulated industries, LMS and DMS integration is essential


Regulated industries and law enforcement agencies have specific needs when it comes to managing employee training materials, standard operating procedures (SOPs) and other critical documents.

Organizations across the life sciences sector, industrial manufacturing and security services need a document management system (DMS) for certain purposes as well as a learning management system (LMS) for other activities. The DMS facilitates SOP creation and formal approval processes, as well as periodic reviews and archiving. Many of these important documents must end up within the LMS, which hosts read-and-sign courses, provides real-time visibility into completion rates and stores course results.

Since both functions are closely related, they can and should be integrated. From document creation and approval to the collection of e-signatures, distribution based on job roles and compliant recordkeeping, a robust integrated LMS/DMS system is the best option.



Here, you'll discover the top eight advantages of adopting a unified solution.



"The ability to easily add a document and create a new version that is linked to specific positions is incredibly valuable to us."



Streamlined document creation cycle

A unified LMS/DMS accommodates the process of gathering SOP input and approval across all stages. Users can easily gather feedback from a large number of stakeholders by broadcasting the document draft to a wider audience. As it is circulated, contributors are automatically notified of any draft updates or requested changes. Users can incorporate and accept changes within the system before routing the updated version to approvers.

Throughout the entire document creation cycle, an integrated LMS/DMS stores document versions, collects input, tracks approvals and issues automated reminders. It serves as a comprehensive project management tool, sparing users from back-and-forth email feedback and tracking down colleagues for input or approval.

Furthermore, it primes the document for use as a training resource by attaching it to certain job roles and departments.



Automatic conversion from approved document to read-and-sign course

Once a document is formally approved, the LMS/DMS integration really shines. New or revised SOPs immediately become available as training resources that can easily be distributed online through a user-friendly LMS interface.

Without missing a beat, the unified LMS/DMS will automatically generate a paperless, online read-and-sign course based on the existing document. Even without document updates, it also has the power to generate courses at predetermined intervals. This type of system will save managers time by distributing notifications to all relevant employees whose job roles are impacted by the new or revised SOP.

Participation and completion can be easily tracked as well. Managers can utilize reporting features and issue reminders until all courses reach completion, ensuring that all employees are aware of and able to implement new SOPs in their day-to-day operations.

"The ability to train online and document that electronically has greatly simplified and organized this area for us."



Increased visibility for stakeholders

If an SOP defines how an organization does its work and helps ensure quality, business leaders must be able to see that these procedures are being communicated and implemented.

Once revised SOPs and other training courses and documents are distributed throughout an organization, an integrated LMS/DMS keeps an eye on employee responses and engagement.

Managers can view engagement patterns at a glance within the system's dashboard and can have reports sent to them about active and past due assignments. Higher-level administrators and department leaders also have the access and visibility they need to ensure that training, quality assurance and compliance measures are met.



“[Our] managers can see the activity of their direct reports and every employee has access to their own records and dashboard to manage training, due dates and system information to their advantage.”



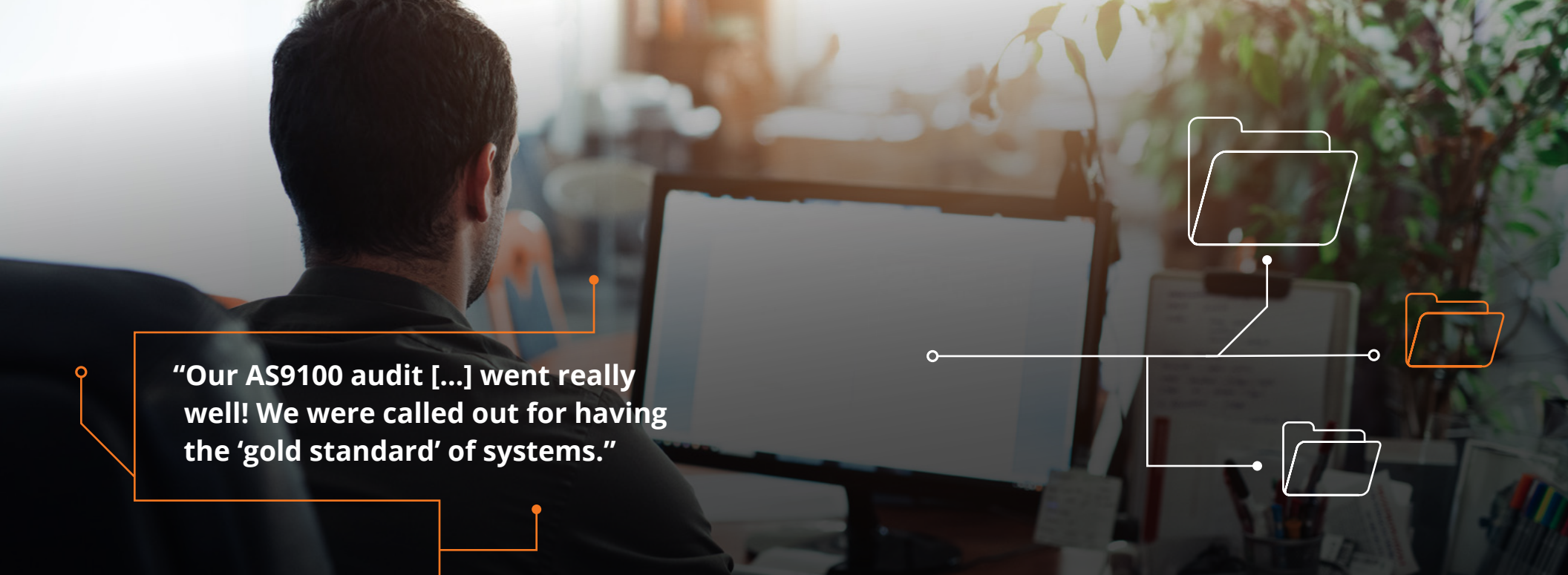
"Our partnership with Syberworks has been very productive. They are very flexible at problem-solving and help us to meet our 25,000 end users' learning needs."



Automatic user notifications for new or revised SOPs

Using an integrated LMS/DMS, managers and administrators can easily craft training curricula for each job title. As SOPs and read-and-sign courses are added and revised, the system will automatically issue notifications to everyone in that role.

If documents must be reviewed at periodic intervals, the solution will also automate notifications. It can even distribute weekly reminders to users who have tasks to complete. This helps keep employees accountable and saves managers and other organizational leaders from having to develop a haphazard and informal system for notifying and engaging staff.



"Our AS9100 audit [...] went really well! We were called out for having the 'gold standard' of systems."

Comprehensive and precise recordkeeping

Accurate, reliable recordkeeping capabilities are essential for law enforcement and regulated industries. An integrated LMS/DMS offers a convenient and comprehensive solution to these requirements.

During document creation, check-in and check-out features show document access history. The LMS/DMS also maintains transcripts of users who have passed each course. With the ability to provide storage for earlier document versions,

archived SOPs and other forms of past activity and documentation, this type of solution is a convenient way to manage recordkeeping.

Moreover, it is highly beneficial for reporting and auditing purposes. If an organization engages with a third-party quality control certification agency, all of the necessary materials will be well organized and immediately accessible.



Significant time savings and reduced administrative effort

For large organizations, manually reminding tens of thousands of end users is simply impractical. Instead, business leaders can rely on a comprehensive LMS/DMS solution and its recordkeeping and automation capabilities to issue critical SOP updates and course reminders.

Without the burden of these laborious document management and filing responsibilities, administrators can dedicate their efforts to higher-order concerns and innovative projects.



"Syberworks has cut the time we spent doing data entry, paperwork and filing down by at least 75%. My employees are able to do more of the creative work they enjoy, and make progress on their long-term projects and proposals."



Minimized human error and oversight

In matters of compliance, the last thing an organization wants to do is make itself vulnerable to human error and allow critical procedural updates to fall through the cracks. When storing and managing compliance records using separate DMS and LMS tools, there will almost certainly be some discrepancies, as well as extra steps to manually transfer documents from one system to another.

A streamlined LMS/DMS eliminates this additional effort and potential for error. Since all documents live within one system, records will be consistent across the document creation and approval process, read-and-sign course stage and archived version.

Furthermore, an LMS/DMS can also include checks on user comprehension, such as a required amount of time spent in the document or a course review quiz. This helps ensure that employees are not simply going through the motions during an important training module.

“[Using an integrated DMS/LMS] saves our managers time, reduces human error in documentation and provides greater visibility, in real time, for our outstanding training requirements.”



Unparalleled customization

Even within regulated industries, no two organizations are the same. That's why it's advantageous to not only adopt a robust LMS/DMS but also to partner with a provider that excels in customization and customer service.

With a fully configurable and unified system, administrators won't have to engineer their own imperfect integration between two separate platforms. Instead, the experienced team behind a comprehensive LMS/DMS can tailor it to any organization's specific needs and workflows.

The right LMS/DMS provider will serve as a collaborator, offering unique solutions to existing problems and inefficiencies.



"Syberworks personnel have collaborated to meet my growing needs and changes from day one with experience and knowledge to solve issues and work as a partner in growth."



At SyberWorks, we provide the most cost-effective and highly configurable LMS/DMS products to meet the training and performance support requirements of our government and commercial customers across industrial manufacturing, life sciences and security services.



What could an integrated LMS/DMS mean for your business?

Your organization creates and maintains SOPs so that employees don't have the latitude to follow their own inconsistent and potentially unsafe procedures. In the same way, you can implement an integrated LMS/DMS to prevent your workforce following problematic, error-prone document and learning management processes.

As one of the few companies that actually integrates LMS and DMS into one robust solution, Syberworks understands the unique needs of regulated industries. Our products are compliant with 21 CFR Part 11, support SCORM and AICC and are completely configurable to your organization's needs.



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**To learn more about Syberworks and our
integrated LMS/DMS, request a free demo.**



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