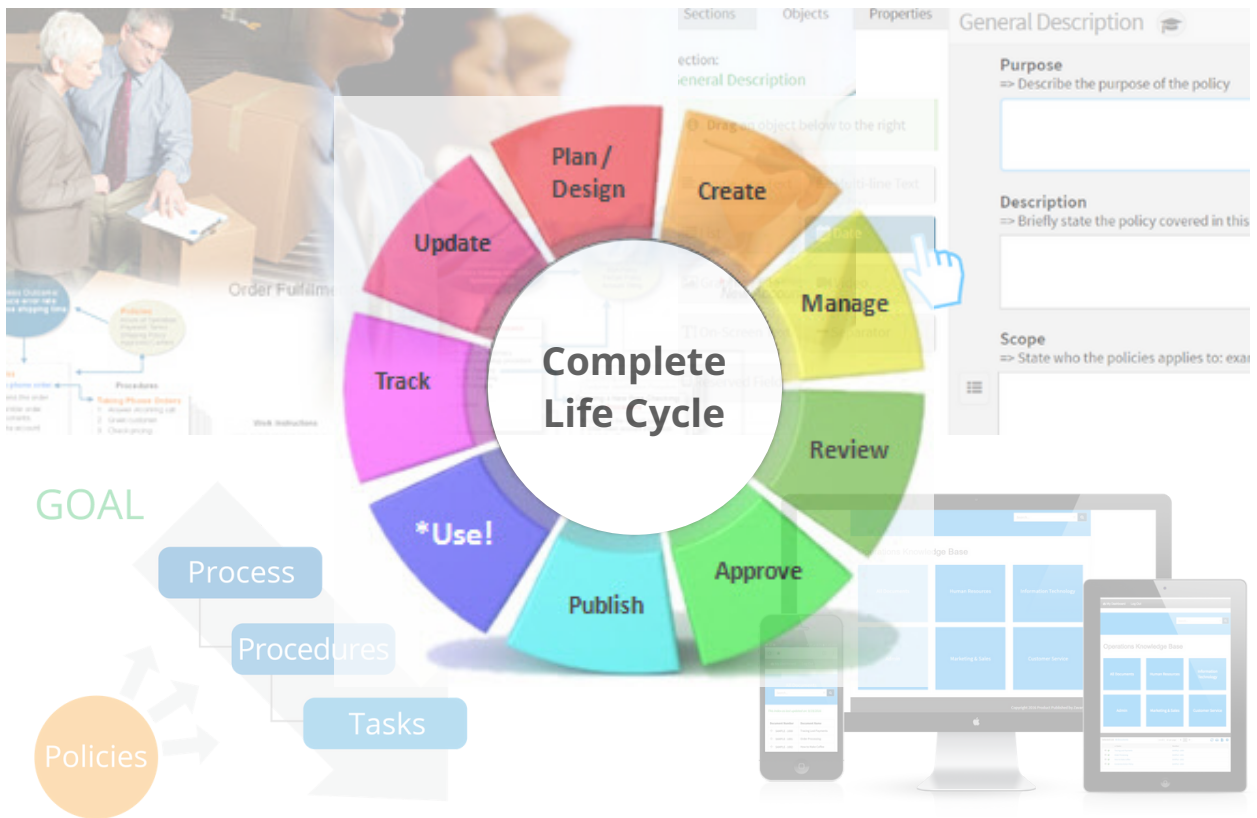


ZAVANTA® OVERVIEW





Zavanta is a web-based application for capturing, managing, and sharing work processes, SOPs, policies and systems.

Zavanta gives you everything you need to get know-how out of experts' heads and into an easy-to-maintain "system" that you can manage with, train from, and that regulators love.

In place of old-style manuals and messy Word documents, you have a modern communication system that actually IMPROVES processes, products, and customer satisfaction.

Structured authoring + Content management



Zavanta's structured approach gives you these advantages:

- Faster development and updating, **1/2 the time of Word-based methods**
- **Better quality** content (*no more mess!*) translates into improved performance, standardized work processes, lower training and compliance costs
- Consistency across all authors
- Multiple outputs: online employee portal, manuals, print, MS Word, PDFs
- Better control with built in security and user permissions
- Streamlined review and approval process
- Built-in content management, versioning - the "latest and greatest" is always accessible. Updates go out to your workforce in seconds instead of days

THIS IS NOT YOUR OLD-STYLE WORD DOCUMENTS OR MANUALS

before Zavanta:



Our Policies and Procedures are a scattered mess of Word documents, PDFs, Excel and Visio files."

Every year organizations spend thousands of dollars writing, formatting, reviewing policy and procedure documents HOPING that people will read and understand them. *[and they don't]*

General-purpose tools have serious limitations for procedure development and maintenance. Because they lack structure, authors make mistakes that impact performance and waste excessive time.

- No standardization, every document "is a new experience."
- Duplication & redundancies.
- Frustrating formatting and clerical tasks waste time.
- Static documents don't work on multiple devices.
- Updating just doesn't happen

ZAVANTA SOLVES THE
CLASSIC PROBLEMS
INHERENT IN WORD AND
DO-IT-YOURSELF METHODS



SaaS PLATFORM

Zavanta is a Cloud-based (SaaS) product. We host everything on our secure servers. There's nothing to install, no IT needed. Simply log in. Because you use our resources, not yours, your total cost of ownership is low.

- Login from any device, single sign-on is supported
- Frequent updates and new features
- Operations Mapping method
- Technical support
- Built in Policy and Procedure writing tips and examples
- Online help user guide and training videos

Plans for every size and budget

Whether you're a small business owner needing a simple solution or an enterprise with thousands of employees, we can recommend the plan that's the best fit for your situation. Pay for just what you need and not what you don't need. Get started and expand at your own pace.



Basic / Single Author Plan

Ideal for startups or small business owners looking for a simple, low-cost solution. You get the Basic features, print / MS Word / PDF outputs and the Manual Maker. Includes email support.



Multi-Author / Admin Plans

Designed for organizations or departments with multiple Admins, Authors, Managers. Our plans are "concurrent" (simultaneous) users, which gives you flexibility in supporting a large number of people at a low cost. Plans include phone support, Coaching/On-Boarding.

Small Business

For organizations needing 2-4 Authors / Admins.

Review / Approval Workflow can be added to this plan.

Business Pro

For mid-size organizations, departments who have 5+ Authors / Admins. Includes advanced features such as Review / Approval Workflow.

Enterprise

For large organizations needing all features. Includes additional service and formal training classes.

Add-On Option: Online Employee Portal

Need to provide your employees 24/7 online access from any device with our hosted Online Portal? Add Readers to your plan. Readers have read-only access to the latest and greatest content but they can't change anything.

Our hosted portal includes: built-in search engine, Read-Verify so that employees acknowledge that they have read and understand critical policies and procedures? , and security settings to confidential information.

Your Portal **can be integrated into an existing intranet, MS SharePoint or web-based LMS applications.** You can place links to any page on the site; Homepage, Index Page, or to a specific procedure or policy. Zavanta supports single sign-on.

FEATURES SUMMARY



Authoring, Reporting & Outputs

- Fill in the blanks, configurable authoring wizards for any type of content
- Drag and drop step engine
- Built-in writing advice, onscreen tips to authors
- Required fields
- Starter lead-in text
- Standardized Pick Lists
- Automatic formatting for Print, MS Word, PDF, Online Portal
- Selectable report sections
- Pictures, videos, links to forms and other web-based applications
- Easy cross-reference linking
- Drag and drop Designers for entry screens, reports, and portal themes



Content Management, Customization

- Employee Acknowledgement with exception reporting
- Life cycle Status Codes
- Versioning, Archival
- Filters for reporting and searching content, export filter results to MS Excel
- Search engine
- Review / Approval workflow, email notification, easy Reviewer commenting
- Control Central for easy monitoring of review and approval activity



Set Security / Restrict Permissions to:

- Specific documents, document filters
- Confidential information on employee portal
- Entry screens and fields (personalize by role)
- Application functions (who can do what)

Zavanta supports single sign-on

SERVICES & SUPPORT

Support: Multi-user plans include phone and email technical support. Basic plans include email support.

Operations Mapping: All clients have access to our Operations Mapping methodology.

Multi-user plans include Expert Coaching and Onboarding.

Learn our proven process that was developed over the years of working with hundreds of organizations. Your Coach can step you through our Operations Mapping methodology, help you decide what procedures and policies you need, and even review your content to make sure you're on the right track. Business Pro and Enterprise plans include additional services.

ADD ON SERVICES

Hourly Coaching / Consulting.

"Do it for you" Setup. If you'd like to off-load the setup and implementation, this option is for you. Our product experts can do all the system setup based on your specifications. We'll get everything ready so that you can focus on the content.

Instructor-led Training Classes. We offer instructor-led training classes that cover specific areas such as authoring, customizing your portal, and more. These classes are delivered as a custom webinar for each organization so that we can address your specific situation and questions.