Objective KEYSTONE

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Creating critical documents just got easier

Author, approve and publish documents. Seek external input. All from one platform.

A CENTRALISED SYSTEM BRINGING TRANSPARENCY AND EFFICIENCY TO THE PROCESS OF MANAGING CONTENT

Getting the right content into the right format, following the right process and obtaining the right approvals is really hard for today's teams. Regulations surrounding the compliance and engagement needed for regulated documents add complexity to what is already a manual and laborious process.

Objective Keystone helps organisations author, approve, publish and engage on large strategic documents, with governance, automation and control.

We help teams save time by allowing them to focus on the words instead of managing the document. We enable you to meet your regulatory obligations (such as records keeping in the public sector or compliance in financial services) by recording every change, action and approval in a system of record.
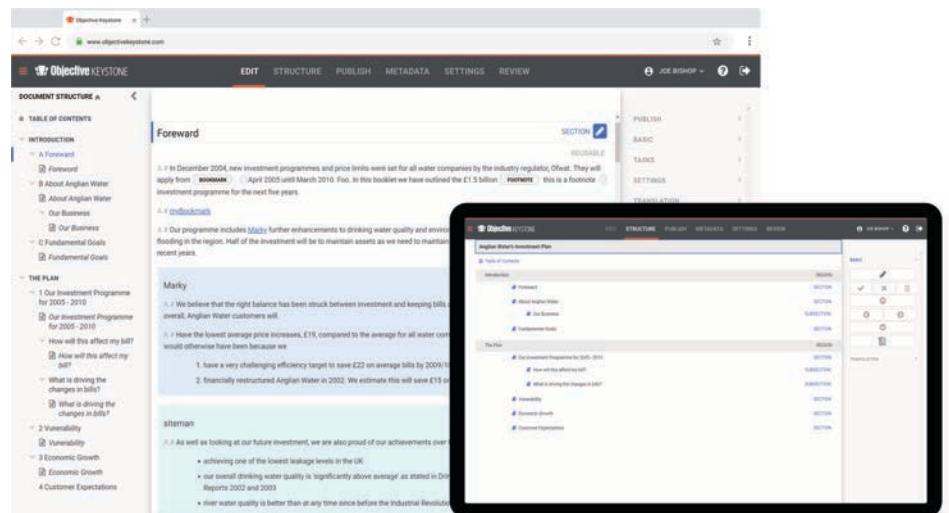
A cloud-based application, anyone can log in anywhere, any time through their browser and continue working on documents such as strategic plans, policy documents and disclosure statements.

HIGHLIGHTS

An online, shared workspace replaces email attachments and the circulation of multiple versions a document.

Collaborative authoring enables multiple users to author, review and approve different sections of a document at the same time.

Verification Records show evidence of who did what, when and who approved it. Perfect for records managers, regulators and accountable executives.

One-click publishing saves hours in rework and reformatting. Templates control styling so you can produce print and online outputs in a few mouse clicks.

The consultation portal makes gathering, responding, analysing and reporting on feedback easily and efficiently.

Information governance is happening in the background, tracking every action so your organisation can meet its regulatory obligations.

GREAT GOVERNANCE »»
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The power of Objective Keystone is it's unified workspace where multiple users can:

1. Author, review and approve different sections of large or small documents at the same time; with full version control.
2. Easily publish to multiple outputs without requiring an internal or external typesetter, graphic designer or publisher.
3. Consult with communities or stakeholders on their documents; and receive and analyse feedback in a much more structured way.

Collaborative Authoring drives efficiency and financial savings in the process of document-centric collaboration, creation publication. Colleagues work together in one master document. Templates control the cohesive, consistent styling. Workflows can be run to help managers run teams and processes. The final outputs are seamlessly published in a range of digital and accessible print formats.

Stakeholder Engagement is a multi-channel consultation platform for consultation management, analysis and reporting. Organisations can plan, engage and respond to feedback from other teams, stakeholders or community citizens through a variety of response mechanisms and 'events'. Respondents' contact details, engagement activity and feedback is stored in a single database, where this data can be audited, analysed and reported on; while maintaining privacy legislation compliance.

AUTHOR

You focus on the words. We'll take care of the rest.

Our authoring tools are purpose-built to save you time. 'Collaborative Authoring' is where multiple users can work on different sections of a document at the same time.

By keeping everyone working in the same 'master shell', Collaborative Authoring relieves process owners of the burden and pain of collating, checking and reformatting multiple versions of documents (and in doing so, risk missing changes and comments).
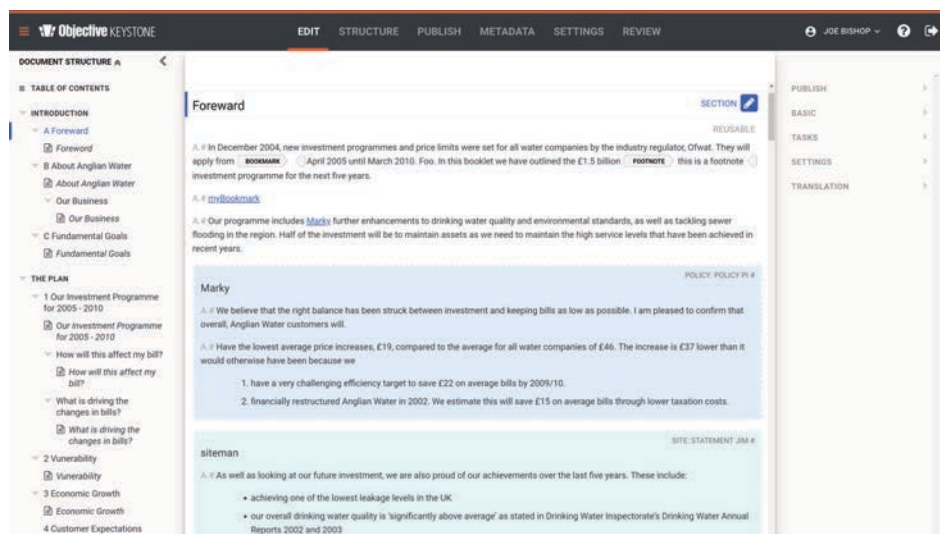
Author

- **Collaborative Authoring** - Multiple authors can work on different sections of a document at the same time. This is tracked so that you know exactly which user has authored which sections.

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- **Intuitive editing** - editing features are simple and easy to use for authors. Choose from Heading Styles, Tables, Bullet and Numbered Lists, insert images, clauses, tables and so on.

- **Easy document structure & restructuring -** Documents are structured into sections that can be easily moved around at any point without breaking page numbering, links or formatting. Toggle sections up or down, change their hierarchy from sections to sub-sections; and change them back just as easily.

- **Dynamic page numbering** - Page and element numbering is automated and no matter how big your document becomes, or how often you move sections around, the numbering and formatting doesn't break.

- **Smart clause bank for reusable content** - Store and standardise your important content (such as policies, master wording, clauses, definitions, charts, excel tables, images and more) in a content library. Changes to library content are instantly updated in every document it appears in. This prevents unauthorised changes to your most important content that is easily inserted into your documents.

- **Import existing content** - Import and preserve structure and content from existing applications such as Microsoft Word, Excel, and most common image files (PDF, svg, jpeg, png, tiff, bmp, GIF).

- **Metadata collection** - The system automatically captures extensive metadata such as author name and date, approval or rejection status, version number, expiry dates and much more. You can define custom metadata elements to capture quality assurance information such as sign off and approval sheets, verification information and internal and external references.

- **Excel integration** - Tables can be inserted from Microsoft Excel Workbooks and are automatically updated when the Workbook is replaced in Objective Keystone.

- **Dynamic Documents** - Use a single document to publish outputs for multiple stakeholders by making use of conditional rules to drive content, and fields to automatically insert information. Metadata is collected in Excel and can be easily uploaded in bulk to save users from manually entering in the information.

- **Version control** - track every change that is made and have the option to roll back to previous versions. Utilise document and component-level version management, roll back, release management, minor and major releases, version comparison and archiving.

- **Easily create fillable PDF forms** - save time and process form data faster with online fillable PFD forms. Text or field changes can be made in minutes, with the updated form published in a fillable format in seconds. Forms can be published in multiple brands and benefit from all the same features as other Keystone documents (such as variable content).

- **Control & Traceability** - Control access to sensitive content, and restrict authoring and view rights at a section level. Complete traceability of authors and edits ensures you know who authored a section and when and keeps your organisation compliant with rules from government or industry regulators.

![Objective KEYSTONE]

Approve

APPROVE

Your stakeholders' time is scarce: use it wisely

Eradicate multiple review steps; collect supporting evidence during the process; and speed up delivery times. Decisions are traced back to individuals' all proof is maintained with the associated content; and all content is versioned at the document, section, paragraph and spreadsheet cell level.

- **Assign sections for review** - Individual users can be assigned different sections for review and approval. This greatly speeds up the process by having multiple reviewers working on the document concurrently. Once this content has been approved it is locked down and no further changes can be made.
- **Ad-hoc tasks & workflow** - Define and run both simple and complex workflows to control business processes. Email and Dashboard notifications ensure participants are aware of their tasks and deadlines.
- **Dashboards** - Understand where your document is in the lifecycle process and deliver your document on time with a simple project management dashboard.
- **Comments** - Capture all comments, review data, approval and rejection information throughout the lifecycle of the document.
- **Review notes** - Review notes allow you to add editor notes or contextual information against a section of a document. This can be really useful as you progress the document through its' lifespan - over the course of months or even years. Review notes will always stay attached to the specific piece of content.
- **Proposed change** - Add commentary or suggest edits to a section or paragraph in a separate callout box without altering the original text. Reviewers can then move in and accept or decline this change. Authorised users are able to schedule when a proposed change will come into effect; this change will automatically apply on the nominated date.
- **Auditability** for governance and record keeping - every review is recorded so that you can demonstrate who had access to a document; who reviewed it, who approved it and when.
- **Version history** - Utilise document and component-level version management. Benefit from roll-back (including at a section or content-level), release management, minor and major releases, version comparison and archiving.
- **Verifications and attestation certificates** for risk and compliance - Authorising individuals approval final content, triggering the automatic creation of a Verification or Attestation Certificate. This feature acts like a digital signature to track the final version that was signed off.
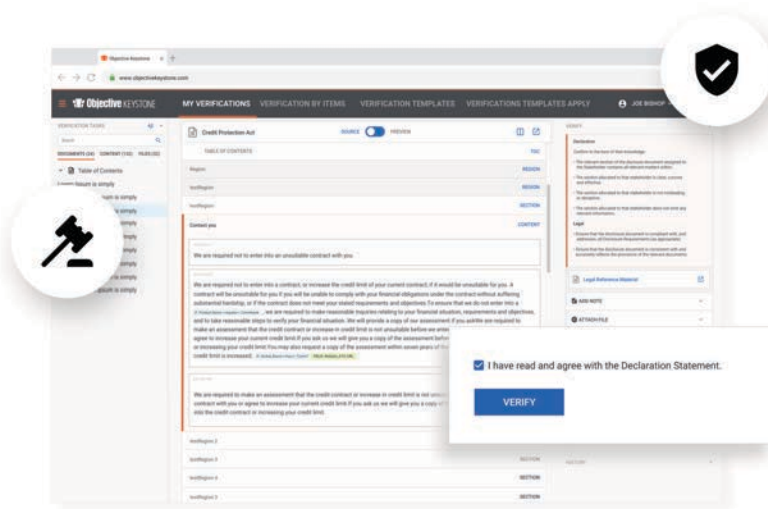
PUBLISH

Say goodbye to battling with Word styles and your reliance on typesetters.

Reduce the risk of content changing when being translated to the final design outputs. By ensuring that published content is intrinsically linked to verified content, much of this risk is removed.

Objective Keystone's powerful publication engine and automated document formatting keeps the control of verified content in the document process owner's hands. The laborious task of typesetting the content is removed; and the verification of the final published documents has already been completed thanks to the approval features above.

Last minute changes to verified content are easily and automatically incorporated without the need for another trip to your design agency or internal team.


- **Publishing Templates** - Design templates are built to your exact requirements. This includes everything from margins to heading styles, table styles, layouts and more. Create a new document within the system, or important an existing MS Word, Excel, text and image content.

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- **One-click publishing** - Because the design template is pre-built, you can output your document at any stage of the document lifecycle. What's more - any last minute changes can easily be done in the master shell and then republished without having to making another trip to the design agency or typesetter.
- **Multi format publishing** - Objective Keystone's publishing engine provides multiple options for both print and web outputs depending on requirements. These include Print PDF (CMYK), Print PDF (RGB), Web PDF, html and xml versions.
- **Publish editable PDF forms** - digital fillable forms save valuable processing time for organisations.
- **Version roll-back** - you have the ability to roll back to previous published versions of the document at a document and section level.

MANAGE

Manage your documents and stakeholders effectively
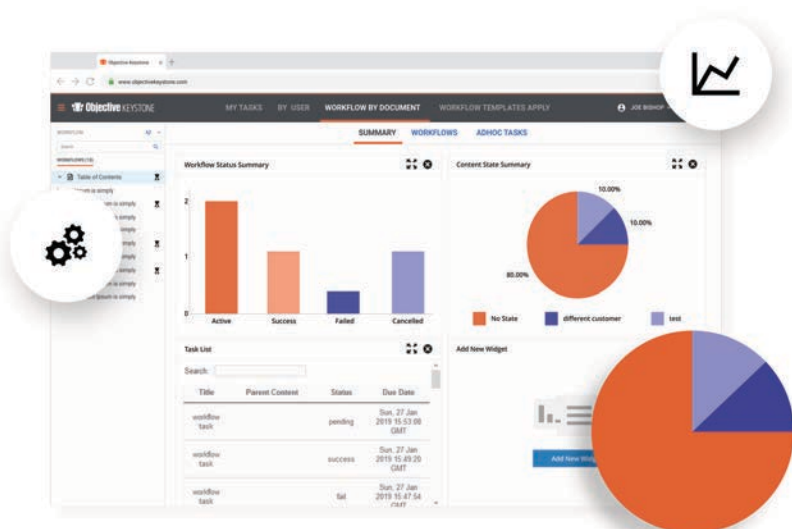
Manage

- **Tasks & workflows** - Choose between simple and advanced workflows to direct your team through the document lifecycle. Automatic task assignment and activity tracking frees up your time from admin and process management to focus on content.
- **Dashboards** - See at a glance where your document is in the process; identify bottlenecks and follow up with your team's tasks.
- **Audit trails** - publish your document's activity in an instant. Produce a complete record showing every edit, comment, proposed change, note and approval.
- **Reporting** - publish comments and review notes within the context of the document.

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Consult

CONSULT

A co-ordinated, controlled and strategic approach to consultation and engagement

Objective Keystone's Stakeholder Engagement module is a multi-channel, web-based engagement platform for consultation management, stakeholder submission and analysis. This can be externally with your community or internally across your entire organisation. It provides centralised management for organisations to plan, consult and provide feedback to all relevant stakeholders, citizens, employees or partners.

Stakeholder details, consultation events and consultee feedback are all stored in a single database and managed through the comprehensive back-office reporting capability.

Stakeholder Engagement: our web-based consultation platform

Engage and consult with your citizens and stakeholders through a variety of event types from Objective Keystone. Whether surveying residents or encouraging participation in polls and other consultations, Stakeholder Engagement delivers effective ways to engage with members of your community. The portal provides centralised management of the consultation process and organisations are able to track, analyse and report on all consultation events that centre around a document or ePlan.

Build your own customer-facing engagement portal that sits on your website

Engage with your community citizens and stakeholders:

- **Customisable portal branding** - ensures a seamless customer experience through incorporating your organisations' branding, styling and imagery.
- **Use a communication mechanism** to suit your purpose - choose from a range of engagement tools such as surveys, documents and polls.
- **Social media integration** - increase the reach of your consultations and have conversations where your audiences are. Our integration with Facebook and Twitter allows you to easily embed your surveys and polls on these sites.

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Consult around a document

Consolidating, analysing and responding to feedback on large strategic documents can be extremely time consuming and difficult to track.

- **Structured feedback** - allows you to post documents online and receive feedback from communities and stakeholders inline within the document, saving you enormous amounts of time in collecting, assessing and responding.
- **Submission management** - individuals are able to save their structured feedback submission, complete and then submit it at a later date.
- **Manual submission management** - the system is able to upload manual submissions to incorporate into the overall results, analysis and response.
- **Response mechanisms** - automation saves you time when you need to acknowledge feedback coming in from stakeholders or the community, either individually or at scale. Build automated acknowledgement emails and letters.

Reporting capabilities

- **Engagement portal reporting** - our report builder allows you to tailor - and style - your reports to suit your needs. Response analysis tools allows you to look for trends and sentiment.

Consultation Database

Stakeholder Engagement gives you total control of all consultation and engagement activity. From a single platform you can manage, track and audit all consultation activity across your organisation whilst ensuring legal compliance.

- **Corporate database** - securely collect, store and manage records of all current, pending and historical consultations.
- **Transparency** - provide your citizens and stakeholders accurate search tools for your consultation activities and outcomes.
- **Tracking and management** - effectively monitor and manage consultation activities.

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COMPLY

Centralised governance provides efficiency and compliance benefits to your organisation

Ensure compliance with internal processes and regulatory obligations. Be confident with a comprehensive and defensible audit trail covering all review, verification and approval steps.

Comply

- **Audit trails** - Generate a record of everything that happened in a few clicks: From common content identification and extraction through to a comprehensive audit of every action; maintenance of historic versions of documents; and supporting notes and contextual information.

- **Verification Certificates** - Facilitate easy sign-off for legal and accountable executives through the use of automatically generated verification certificates detailing evidence points for key statements and performance data.

- **Workflows** - Ensure compliance with internal processes and regulatory obligations thanks to fully audited review, verification and sign-off processes managed using workflows.

- **Reviews** - Effortlessly facilitate simple and comprehensive review processes involving single or multiple stakeholders, authorities, and across all of your documents.

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ABOUT OBJECTIVE CORPORATION

Objective creates information and process governance solutions that are effortless to use and enable organisations to confidently advance their own digital transformation.

Designed for government and regulated industries, these solutions turn the imperative of compliance, accountability and governance into an opportunity to streamline business processes and deliver the innovative services that customers expect.

With a heritage in Enterprise Content Management (ECM), Objective's expanded solutions extend governance across the spectrum of the modern workplace; underpinning information, processes and collaborative work spaces.

Through a brilliant user experience, people access the information they need to progress processes from wherever they choose to work.

OBJECTIVE CORPORATION LIMITED | Asia Pacific: +61 2 9955 2288 | Europe: +44 1628 640 640   **www.objective.com**

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