

Contact your account representative to get the Policies & Procedures Solution Suite or visit [fishbowl-solutions.com](http://fishbowl-solutions.com) for more info.

# Policies & Procedures Solution Suite

**Fishbowl Provides Sophisticated Workflow  
& Reporting with Simple Convenience**

## Summary

- Productivity Accelerator with dynamic, secured workflow
- Automatic and triggered activity monitoring and notification
- Addendums, Attachments and Associated items managed as a single packet of related content

## Use Cases

- Contract Management
- ISO Compliance Helper
- OSHA Compliance Helper
- Laboratory Procedures
- Engineering & Enterprise Change Orders
- Construction Transmittals
- Project Management
- Capital Expense Requests
- IT Disaster Recovery Procedures



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Oracle Enterprise Content  
Management

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Employees. Standard Operating Procedures. The way you work. Whether dealing with compliance, governance, best practices, or disaster recovery you have policies that help protect your business and procedures that are supposed to ensure efficient execution. But how many of your employees follow through? When was the last time they brushed up? How do you know?

### The Reality is, You Don't Know.

You don't know how many of your employees are following procedure or how well they are doing it. The days of dusty 3-ring binders holding step-by-step instructions should be long over. Yet those relics to "the way things are done here" still sit on a shelf. Sometimes they are reviewed. Maybe for new employees. Maybe when an audit is imminent. But how do you ensure that your employees are at their most efficient right now?

### Get Proactive

Policies exist to protect your organization. Procedures are designed to boost efficiency, increase quality and minimize risk. They impact areas such as:

- Disaster Recovery** - IT and Operations
- Compliance & Governance** - ISO 9000/1, OSHA and HIPPA and other regimes
- Department & Operational** - Best Practices, Laboratory SOPs, Contracts, ECOs

Fishbowl Solutions delivers measurable results with our Policies & Procedures solution. Fishbowl has proven, referencable expertise in automating policy governance and organizational procedures. With our proactive approach, employees get out ahead of procedural due-dates. Our Policies & Procedures solution automatically schedules reviews, provides tiered notifications from reminders to emergency escalations, dynamically routes workflows to the appropriate people at the appropriate times and transforms paper documents into electronic copies for digital approval, distribution, archiving. With our mobile solutions add-ons for smart phones, tablets and mobile browser equipped devices you can access your policies and procedures workflow tasks and the associated content wherever you are.

### Complete Offering

Based on the power of Oracle WebCenter Content, our solution includes our fully supported and certified Policies and Procedures software, product documentation, and knowledge transfer to get you up and running immediately.



### Contact Information

For more on Fishbowl Solutions or to schedule a Solution Briefing call +1.952.465-3400, visit [www.fishbowl-solutions.com](http://www.fishbowl-solutions.com) or send an email to [1q@fishbowl-solutions.com](mailto:1q@fishbowl-solutions.com) Read more on our blog at: [cfour.fishbowl-solutions.com](http://cfour.fishbowl-solutions.com)