



## Standard Operating Procedure Administration Tool

Logged in as: **admin**  
Account type: **Administrator**  
Unfinished uploads: 0

Welcome to SOPAT, a professional SOP management tool.  
Start typing to find what you're looking for.  
Or filter by region, department & valid or expired documents.

Valid documents: 21  
Expired documents: 9  
Total documents: 30

ID	Document name	Valid from	Expires	Version	Owner	Department	Region
1	Report AEs and other Safety Information	Dec 23, 2010	Feb 14, 2011	1.0.4	Medical Director	IT	Denmark
2	Classification of Sources of AEs and other Safety Information	Dec 23, 2010	Feb 4, 2011	1.0.5	Medical Advisor	Marketing	Norway
7	Registries and other Epidemiological Studies Sponsored	Feb 26, 2010	Mar 7, 2011	1.4.2.2	Regulatory Manager	Marketing	Finland
9	Named Patient Supplies	May 14, 2010	Apr 9, 2011	1.4.2.4	Medical Director	IT	Sweden
10	Reports from Contractual Partners	Oct 8, 2010	Feb 12, 2011	1.5	Safety Manager	Regulatory	Sweden
12	Reporting Requirements and Time Frames	Apr 27, 2010	May 22, 2011	1.7	Medical Advisor	IT	Iceland
13	Reporting from any Employee	Sep 27, 2010	Mar 6, 2011	1.7.1	Medical Director	Marketing	Finland
14	Reporting from Affiliate	Jun 9, 2010	May 1, 2011	1.7.2	Safety Manager	Sales	Finland
18	Roles and Responsibilities	Jun 16, 2010	Jun 19, 2011	2	Regulatory Manager	HR	Denmark
19	References	Nov 7, 2010	Apr 17, 2011	3	Compliance Officer	HR	Denmark
20	Evinnefig	Jan 25, 2011	Feb 1, 2011	3.2.4	Regulatory Manager	HR	Norway
21	Evig	Jan 25, 2011	Jan 26, 2011	5.4.2	Medical Director	IT	Iceland
22	fuoserthe	Feb 11, 2011	Mar 17, 2011	3.2.4	Medical Director	Sales	Denmark
23	terjjet	Jan 26, 2011	Jan 29, 2011	5.4.2	Medical Director	IT	Denmark
24	Tewrwirje	Jan 24, 2011	Jan 27, 2011	5.4.2	Compliance Officer	HR	Finland
25	KVASR	Feb 8, 2011	Apr 11, 2011	1.0	Clinical Trial Manager	Regulatory	Sweden

<input checked="" type="checkbox"/>	2	Classification of Sources of AEs and other Safety Information
<input type="checkbox"/>	7	Registries and other Epidemiological Studies Sponsored
<input checked="" type="checkbox"/>	9	Named Patient Supplies
<input checked="" type="checkbox"/>	10	Reports from Contractual Partners
<input type="checkbox"/>	12	Reporting Requirements and Time Frames
<input type="checkbox"/>	13	Reporting from any Employee
<input checked="" type="checkbox"/>	14	Reporting from Affiliate

**SOPAT** (Standard Operating Procedure Administration Tool) is a helpful application when you need to manage many SOPs. The tool is developed as an easy, end-user friendly web application easy to adapt and to understand.

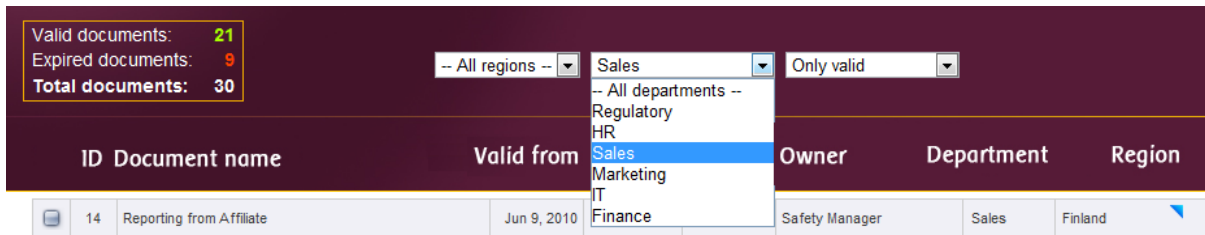
+ Add...

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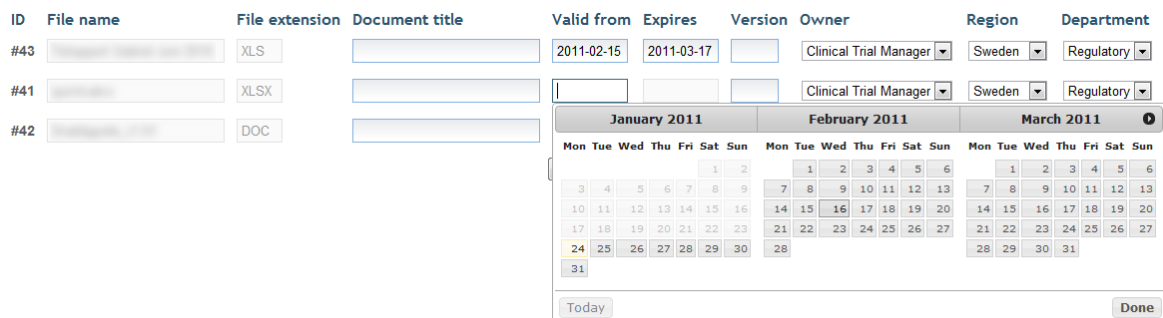
-- All regions --   
-- All departments --

ID	Document name	Valid from	Expires	Version	Owner
<input type="checkbox"/>	1 <b>Report</b> AEs and other Safety Information	Dec 23, 2010	Feb 14, 2011	1.0.4	Medical Director
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<input type="checkbox"/>	14 <b>Reporting</b> from Affiliate	Jun 9, 2010	May 1, 2011	1.7.2	Safety Manager

The search function is one of the strongest on the market and the “easy type” box will allow you to type not only keywords but also (if you cannot remember the name) only letters and the SOP will appear.



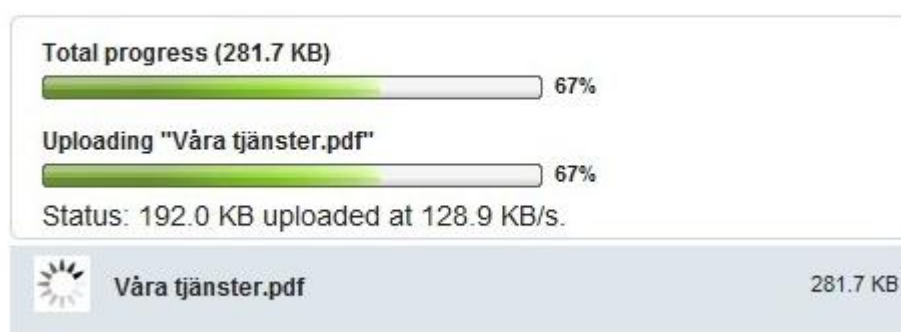
Every S.O.P that is written should be owned by a function or role, the S.O.P will appear in the search window after you as owner of the S.O.P have decide from WHEN the document should be valid and HOW LONG time the S.O.P is actual. You set only two simple parameters by using the built-in calenderfunction in the tool, valid FROM and TO. You decide what name you should give the S.O.P and the version number. The system will itself give the document a ID NUMBER and when the date is passed regarding “expire” the document is still shown but is impossible to download for the end-user. The owner of the S.O.P



can easily update the dates and it will be accessible for download. The system is fully web-based and is first of it’s kind.

You may filter by valid, expired or all documents when you do the search using drop-down boxes. You may also use the search field to type in any keyword you might think of, similar to the *Google Instant* functionality.

Just a moment...



You may upload multiple pdf, or Office documents using the simple upload page. The tool is one of its kind and is developed for the use by pharma companies.

Ease of use, display your SOPs in a simple and attractive way. You can even use the application on mobile devices such as smartphones to log on to manager from all over the world, whenever you want.

### **Yearly fee**

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39.000 SEK / dept (unlimited users, 1 administrator)

### **Project management**

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700 SEK / hour

### **Adding documents**

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285 SEK / hour

### **Administration (if wanted)**

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Fixed price

# Sjöströms

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## NORDIC AB

### Våra tjänster

*Processkartläggning och – framtagning*

*Vi erbjuder kvalitativ expertis avseende kartläggning av processer och framtagning av VISIO-kartor i 4 nivåer med egen utarbetad metod. Vi levererar också vid behov klickbara kartor där Du enkelt klickar Dig vidare i nivåer och får en snabb sammanställning inom varje delprocess/karta. Vi har lång erfarenhet av VISIO och "simbanor", men har tagit det till en enklare nivå för att visualisera tydligare.*

*Personalbemanning inom läkemedelsindustri & försäkringsbranschen. Vi tillhandahåller personal (junior konsulter) med fokus på utförande. Vi har även skrivit samarbetsavtal med Proffice Partner Solutions AB och kan ge starka prismässiga förslag.*

### *Operativ kontinuitetsplan*

*Vi levererar en komplett kontinuitetsplan för Er företag:*

- ✓ Kartläggning av befintlig kontinuitetsplan/ verksamhetsdokumentation
- ✓ Sammansättning av projektgrupp
- ✓ Leverans av komplett kontinuitetsplan
- ✓ Avslut och förvaltning av Er kontinuitetsplan

### *IT-support*

*Vi erbjuder IT support inom:*

- ✓ Slutanvändarsupport
- ✓ Excelverktyg
- ✓ Projektledning
- ✓ Integrations koordinering
- ✓ IT-tekniker per timme/dag/vecka



## Further contact

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