



<Keeping your links alive with>



## S Y S T E M F U N C T I O N A L I T Y

### Secure and monitor links

- Set up link monitoring of links from your desktop
- Create an off-line copy of the monitored link contents to the local SOCureLink database
- Ensures availability of contents from broken links are readily available via the copy
- Cyclic verification of link availability and/or unchanged contents
  - Via pre-defined scan groups (day, week, month)
  - Via user defined intervals (e.g. every 3 month, every year etc.)
- Define or re-define link owner and add link users as you go
- Force update of links to link users (configurable)
- Define and add "backlinks" to documentation and WEB pages
- Only one local copy of any contents (even if used many times or available from many sources on the network/internet)

### Analysis of monitored links

- Notification of link owner (one person) and/or link users (many persons) when
  - Contents of a link disappears
  - Contents of a link changes
  - When a link becomes unavailable (is broken)
- Standard system reports
  - User activity log (who had access to which link when)
  - User inactivity log, to identify users who did not log on to SOCureLink for a user defined amount of time)
  - Link unavailability list
  - Cleaning lists, when links not used for a user defined amount of time
- Supports verification of links
  - Used in a document (MS-Office Word and Excel as well as machine generated PDF and PDF/A)
  - Used on a WEB page (HTML)
- Impact analysis based on "backlinks"
  - Can identify which documents and WEB pages must be updated
  - Can identify and notify affected users (e.g. as a pre analysis before deleting a link)
- Possible to act differently on different link failure types (e.g. HTTP 404 requires a retry, whereas HTTP 401 requires immediate user interaction)

### Configurability

- Possible to configure new error codes for link failures (e.g. HTTP 404)
- Configurable number of retry for response from unavailable links
- Supports different notification carriers, e.g. mail and SMS. Interface is open and can be user defined also
- Possible to define network curfew and low network traffic hours for cyclic link verification

### Technical features

- LDAP and AD compatible
- Possible to implement as a hosted service
- Application is all server side, and supports ultra light clients via WEB interface and "MS ClickOnce" technology
- Can be used on both intranet and internet
- Open and well defined WEB service can be called from other applications
- Technical 21 CFR part 11 compliant
- QA controlled model for development and implementation for SOCureLink are applied

**E X A M P L E S**

**Examples of where the system can be useful (user cases)**

- A medical supply company having references from SOPs to other documents. If the referred documents are altered or moved it is a regulatory problem. It may also confuse users if the linked contents are no longer available.
- A medical company producing documentation for electronic submission. Vast amounts of the documentation are made up by links and the relations between documents. If the contents of one link disappear, it may affect the many documents.
- A company producing toxins for the agricultural industry. They link to the regulations they fulfill, but when regulations are altered the linked contents disappear, and it is no longer possible to document the rules that was fulfilled.
- A ministry provides information to the citizens via their home page. Much of the contents are build over links, and they have several steady employees for browsing their home page for link verification.
- A company producing food additives do not have supplier documentation stored locally but rely on collecting on-line documentation from the supplier when required (e.g. during authority inspection).

**S Y S T E M   R E Q U I R E M E N T S / T E C H N I C A L   I N F O R M A T I O N**

**Client**

- Windows XP or later
- Internet Explorer 7 or later and compatible browsers
- MS-Office 2007 and later are supported, other systems can be supported

**Server**

Supported operating systems

- Windows XP
- Windows 7
- Windows 2003 Server
- Windows 2007 Server

**Storage**

- Minimum 100 Gbyte recommended, but depending on usage

**Network connection**

- Internet, at least ADSL 10/2 Mbit recommended, but depending on usage
- Intranet, at least 10 Mbit, but depending on usage

**Installation**

For limited usage (few important links), SOCureLink can be set up as a hosted service. In larger installation SOCureLink can be installed on a local server or a distributed cluster of servers for more data power.

Installation can be provided as either a DIY installation kit (CD and Manual) or installed as part of a project.

**Software development**

The SOCureLink software are documented and developed by Stage One Computing A/S. SOCureLink is a trade mark of Stage One Computing A/S who also have all copyrights to the software and related documents.

