



Welcome Guide For Your Electronic Quality Management System



Welcome Guide for ACE Essentials™

Thank you for purchasing ACE Essentials™, a PSC Software™ proprietary software.

ACE Essentials™ offers 10 workflows and 50+ documents (an individualized Quality Manual, Standard Operating Procedures, and Policies) that are immediately ready to approve and use.

Validation time is not required, as the software has already been designed, configured, and validated for your ease of use.

This Document Covers The Following Topics:

- General timeline and estimated client commitment
 - Useful documents and information to prepare for using your new system
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Once again, thank you for purchasing ACE Essentials™. We look forward to onboarding you!

General Timeline & Client Tasks

The average client implementation process takes one week from client completion of the set up form*. Below is a roadmap that displays the timeline and associated tasks:

Step	Stage	Expected Tasks	Estimated Client Time
1	Initial Information Gathering	<ul style="list-style-type: none"> Client Completes Set Up Form 	1 Day*
2	Client Instance Creation	<ul style="list-style-type: none"> PSC Software Prepares and Performs Final Validation 	None
3	Go Live Activities	<ul style="list-style-type: none"> Set up Training Session Receive Log-on Email Explain System Explain Workflows Step by Step Videos 	4 Hours of Training
4	Approving Your Standard Operating Procedures	<ul style="list-style-type: none"> Read and Approve Documents or Insert Your Own 	1 Week

Questions?

Please contact your Business Development Manager or Customer Success Specialist:

ACEessentials@pscsoftware.com

Let us know how we can help!

Documents and Information

There are a variety of ACE Essentials™ applications that can help prepare documents and data.



Document Management | Training Management | Deviation | Investigation | CAPA Management | And More



- Process Diagrams
 - (Document Control, etc.)
- Document Hierarchies
 - (e.g. Parent vs Child Record)



- Training Materials Catalog
- Pre-configured Reports & Dashboards



- Pre-configured Reports & Dashboards
- List of Custom Reporting Fields

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