



Overview

# Zavanta

Policy, Procedure, Best Practices  
Standardization Platform.

Author • Update • Track • Review • Approve • Translate • Validate • Publish • Integrate • Monitor • Improve • Use • Drive Outcomes

## The modern solution

# Zavanta breaks through the limits of static, unstructured document methods.

When you communicate your Operating Policies and Procedures in a way that is clear and engaging, employees work smarter. Operational risk and costs go down. Accountability is front and center.

Unfortunately, most enterprises duct-tape Word and document managers like SharePoint together just to get by. This gets messy fast, leading to wasted time, money, and even serious mistakes.

Enterprises rely on Zavanta to capture operational knowledge into a consistent structure that is easy to update, refine, track, translate, publish, and use. You have a system you can manage with, train from, and that regulators love.



Zavanta's advantage

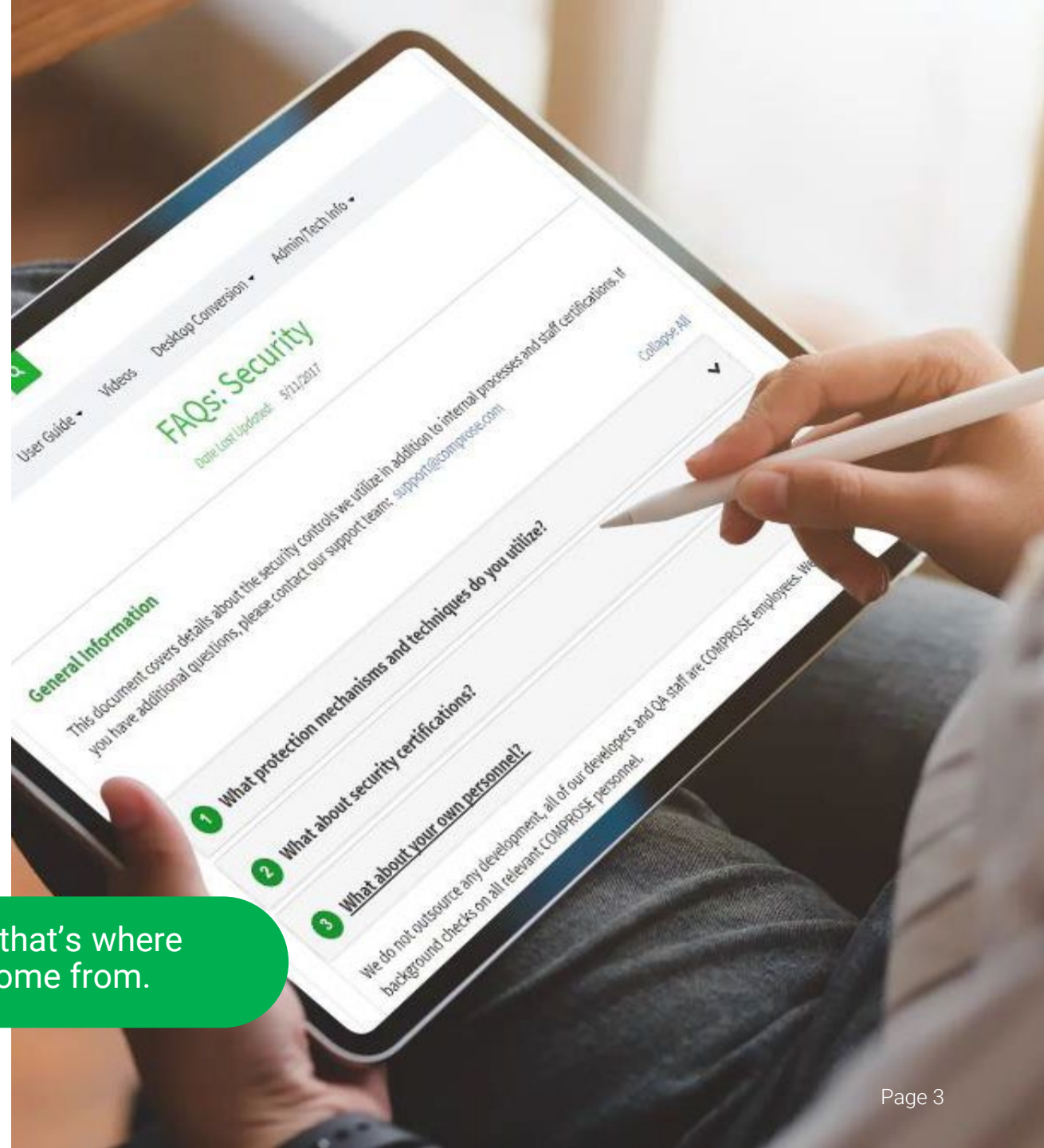
## #1 Platform for Content Usability

Document management automation by itself doesn't mean that people will understand and follow your SOPs and Policies.

Our focus is on usability, because that's where the performance improvements come from.

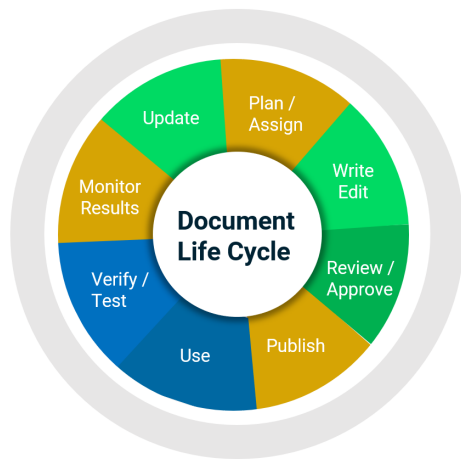
With Zavanta, people find what they need, understand what they find, and use the information to always take the right action.

Our focus is on usability because that's where the performance improvements come from.



# The power of automation

## Tools to deliver high-quality content and a better user experience



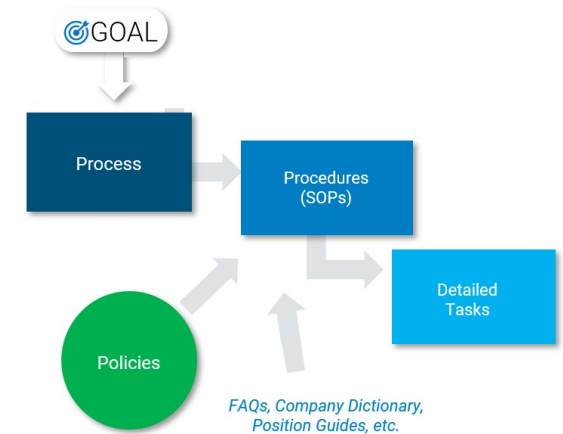
### Automate all life cycle phases.

Zavanta is an all-in-one solution. Authoring performance support is seamlessly integrated with automation and single source publishing.



### Knowledge hub.

Employees have access to your "single source of truth." Content is easy to find, relevant, and useful.



### Connect knowledge assets.

Link high-level processes to policies to standard operating procedures. You have a complete "ecosystem" that connects all critical information together.



# Zavanta Plans



## Basic

Perfect for getting started or for companies / departments with under 200 employees.



## Teams

Perfect for midsize organizations. Includes all the features in the Basic Plan plus Workflow (Life cycle automation.)



## Enterprise

Designed for large organizations needing advanced features including Employee User Automation. Includes all Zavanta features.

# Zavanta Plan Features

	Basic	Teams	Enterprise
Structured Authoring / Standardization Controls	●	●	●
Secure, Searchable Employee Portal	●	●	●
Single source publishing on multiple devices / QR codes	●	●	●
Reviewer Markup / Commenting	●	●	●
Real time Portal Analytics	●	●	●
Read Verify Tracking and Reporting	●	●	●
Security, roles-based permissions	●	●	●
Automated Notifications	●	●	●
Versioning, Rollback, Change Tracking	●	●	●
SharePoint Search Integration	●	●	●
Single Sign On (SSO) Self-Service Integration	●	●	●
Workflow Automation		●	●
Testing + Feedback Surveys + Document Ratings		●	●
Global Translation System (GTS)			●
User Management Automation (UMA)		Upgrade*	●
Multiple Portals (with Sandbox)		Upgrade*	Optional, add-on cost
Public-facing Portals		Upgrade*	Optional, add-on cost
Analytics Data Feed Reporting		Upgrade*	Optional, add-on cost
Dedicated Customer Success Mgr.		●	●

\* Available in Teams Plan with Enterprise Support upgrade



# Technical Support & Implementation Services

## Technical Support

Email and self-help is included in all plans. Teams and Enterprise plans include additional support and consultation.

## Jump Start Program

*(included in all Teams and Enterprise Plans)*

Our experts do the initial setup for you (based on your goals and requirements) and then give you the training to build on it and maintain it.

## Other Services

**Document import services** – If you have existing content you want to reuse, our specialists will import your existing content into Zavanta.

**Training Classes / Hourly Consulting** – Need a refresher on a specific topic? Need to onboard a new Admin or Author? Our experts are ready to assist!

**Operations Mapping** – Learn our proven method for creating systems – breaking high-level processes into procedures, identifying related policies. Learn the difference between Process, Policy, Procedure once and for all!

**System Assessment** – This is a great way to see if you're on the right track and ensure your system is optimized. One of our experts conducts a thorough review that includes organization, content, your portal, user manager and more. You get a written report and video of our recommendations.

# Discover what Zavanta could do for your organization.

[Contact our Sales Team.](#)

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Everyone knows what to do.