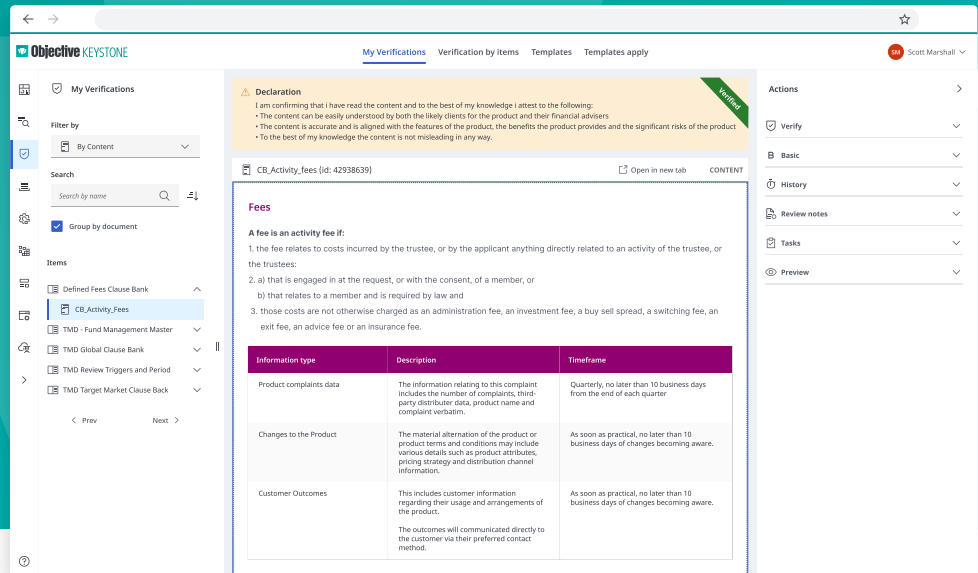




Creating critical documents just got easier



Draft, review, approve and publish documents. Seek external input. All from one platform.

HIGHLIGHTS

An online, shared workspace replaces email attachments and the circulation of multiple versions of a document.

Collaborative authoring enables multiple users to draft, review and approve different sections of a document at the same time.

Verification Records show evidence of who did what, when and who approved it.

One-click publishing saves hours in rework and reformatting. Templates control styling so you can produce Web PDF, Print PDF, HTML and XML outputs on brand.

Reusable content allows you to cascade a change to common content across multiple documents instantly.

Information governance is happening in the background, tracking every action so your organisation can meet its regulatory obligations.

A centralised system bringing transparency and efficiency to the process of managing content

Getting the right content into the right format, following the right process and obtaining the right approvals is hard for today's teams. Regulations surrounding compliance for critical documents add complexity to what is already a manual and laborious process.

Objective Keystone helps organisations draft, review, approve, and publish regulated documents. Bringing governance and control to your processes.

We help teams save time by allowing them to focus on the words instead of managing the document. We enable you to meet your regulatory obligations (such as recordkeeping in the public sector or compliance in financial services) by recording every change, action and approval in a system of record.

The result: increased speed-to-market and a lower cost of compliance.

Cloud application

As a cloud-based application, there's no need for IT implementation, support, maintenance or upgrade projects, simply log on and get to work.

Your team can access the solution anytime from anywhere on any device and continue working on documents such as budget statements, annual reports, climate risk reporting, product disclosure, forms and standard operating procedures. You have real-time access to reports and dashboards so you know exactly where you're at in the process.

A unified workspace supporting multiple users

The power of Objective Keystone is its unified workspace where multiple users can:

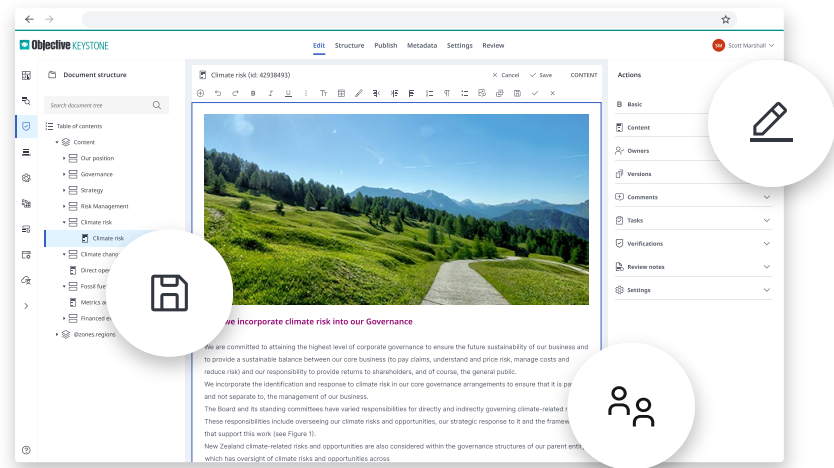
- **Draft, review and approve** - different sections of large or small documents at the same time; with full version control.
- **Easily publish to multiple outputs** - without requiring an internal or external typesetter, graphic designer or publisher.
- **Consult with internal or external stakeholders** - on their documents; and receive and analyse feedback in a much more structured way.



Author

You focus on the words, we'll take care of the rest

Our authoring tools are purpose-built to save you time. 'Collaborative Authoring' is where multiple users can work on different sections of a document at the same time.



By keeping everyone working in the same 'master shell', Collaborative Authoring relieves process owners of the pain of collating, checking, and reformatting multiple versions of documents. And in doing so, risk missing changes and comments.

- **Collaborative Authoring** - multiple authors can work on different sections of a document at the same time. This is tracked so that you know exactly which user has authored which sections.
- **Intuitive editing** - editing features are simple and easy to use for authors. Choose from Heading Styles, Tables, Bullet and Numbered Lists, insert images, clauses, tables, and so on.
- **Easy document structure & restructuring** - documents are structured into sections that can be easily moved around at any point without breaking page numbering, links, or formatting. Toggle sections up or down, change their hierarchy from sections to sub-sections; and change them back just as easily.
- **Dynamic page numbering** - page and element numbering is automated and no matter how big your document becomes, or how often you move sections around, the numbering and formatting doesn't break.
- **Smart clause bank for reusable content** - store and standardise your important content (such as master wording, clauses, definitions, fees, charts, excel tables, images, and more) in a content library. Changes to library content are instantly updated in every document it appears in. This prevents unauthorised changes to your most important content that is easily inserted into your documents.
- **Import existing content** - import and preserve structure and content from existing applications such as Microsoft Word, Excel, XML and most common image files (PDF, SVG, jpeg, png, tiff, BMP, GIF).
- **Metadata collection** - the system automatically captures extensive metadata such as author name, date, and version number. You can define custom metadata elements to capture quality assurance information such as sign-off and approval sheets, verification information, and internal and external references.

Objective KEYSTONE

- **Excel integration** - tables can be inserted from Microsoft Excel Workbooks and are automatically updated when the Workbook is replaced in Objective Keystone.
- **Dynamic Documents** - use a single document to publish outputs for multiple stakeholders by making use of conditional rules to drive content, and fields to automatically insert information. Metadata is collected in Excel and can be easily uploaded in bulk to save users from manually entering the information.
- **Version control** - track every change that is made and have the option to roll back to previous versions. Utilise document and component-level version management, roll back, release management, minor and major releases, version comparison, and archiving.
- **Easily create fillable PDF forms** - save time and process form data faster with online fillable PDF forms. Add text or field changes easily, with updates published to a fillable format. Forms can be published in multiple brands and with any feature that Keystone offers.
- **Control & Traceability** - control access to sensitive content, and restrict authoring and view rights at a section level. Complete traceability of authors and edits ensures you know who authored a section and when. Keep your organisation compliant with regulations.

Approve

Your stakeholders' time is scarce: use it wisely

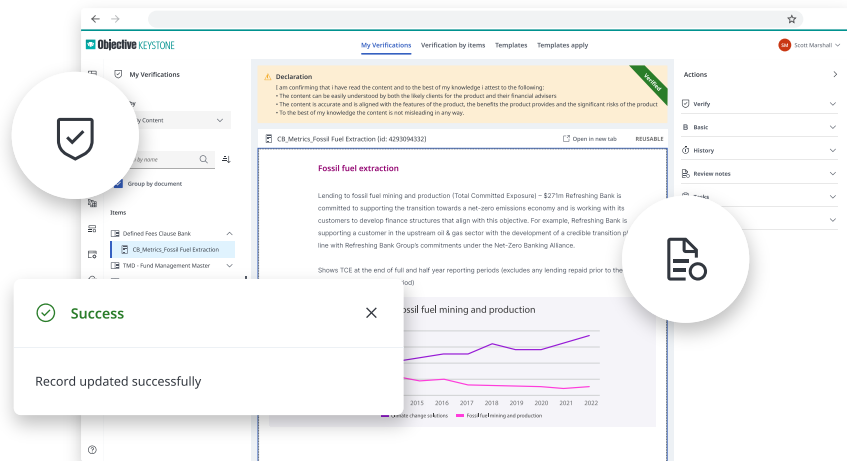
Eradicate multiple review steps; collect supporting evidence during the process; and speed up delivery times. Decisions are traced back to individuals' all proof is maintained with the associated content; and all content is versioned at the document, section, paragraph, and spreadsheet cell level.



- **Assign sections for review** - individual users can be assigned different sections for review and approval. This greatly speeds up the process by having multiple reviewers working on the document concurrently. Once the content has been approved it's locked down and no further changes can be made.
- **Ad-hoc tasks & workflow** - define and run both simple and complex workflows to control business processes. Email and Dashboard notifications ensure stakeholders are aware of their tasks and deadlines.
- **Dashboards** - understand where your document is in the lifecycle process and deliver your document on time with a simple project management dashboard.
- **Comments** - capture all comments, review data, approval and rejection information throughout the lifecycle of the document.
- **Review notes** - review notes allow you to add editor notes or contextual information against a section of a document. This can be really useful as you progress the document through its' lifespan - over the course of months or even years. Review notes will always stay attached to the specific piece of content.
- **Proposed change** - add commentary or suggest edits to a section or paragraph in a separate callout box without altering the original text. Reviewers can then move in and accept or decline this change. Authorised users are able to schedule when a proposed change will come into effect; this change will automatically apply on the nominated date.
- **Auditability** - for governance and recordkeeping - every review is recorded so that you can demonstrate who had access to a document; who reviewed it, who approved it and when.



- **Version history** - utilise document and component-level version management. Benefit from roll-back (including at a section or content-level), release management, minor and major releases, version comparison and archiving.
- **Verifications and attestation certificates** - for risk and compliance. When authorised individuals approve the final content, this triggers the creation of a Verification or Attestation Certificate. This feature acts like a digital signature to track the final version that was signed off.



Publish

Say goodbye to battling with Word styles and your reliance on typesetters

Reduce the risk of content changing when being translated to the final design outputs. By ensuring that published content is linked to verified content, much of this risk is removed.

Objective Keystone's powerful publication engine and automated document formatting keep the control of verified content in your hands. The laborious task of typesetting the content is removed. And the verification of the final published documents has already been completed thanks to the approval feature.

Last minute changes to verified content are easily and automatically incorporated without the need for another trip to your design agency or internal team.

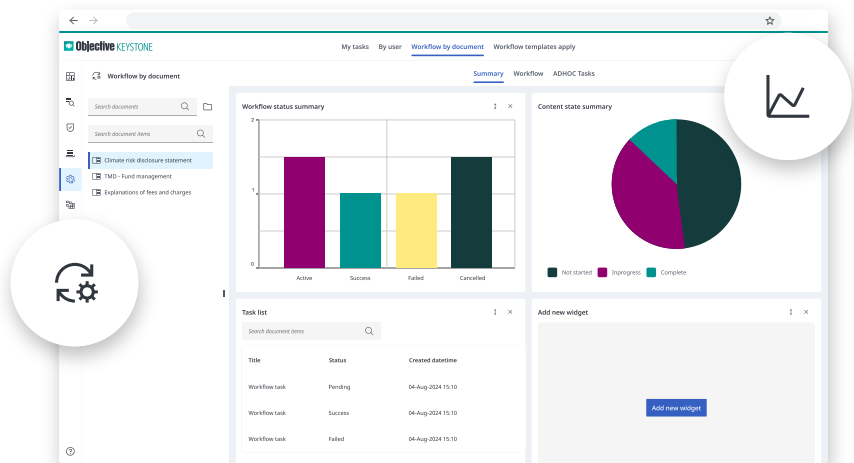
- **Publishing templates** - design templates are built to your exact requirements. This includes everything from margins to heading styles, table styles, layouts, and more. Create a new document within the system, or import an existing MS Word, Excel, text, and image content.
- **One-click publishing** - because the design template is pre-built, you can output your document at any stage of the document lifecycle. What's more - any last minute changes can easily be done in the master shell and then republished without having to make another trip to the design agency or typesetter.
- **Multi format publishing** - Objective Keystone's publishing engine provides multiple options for both print and web outputs depending on requirements. These include Web PDF, Print PDF, HTML, to a Portal, and XML.
- **Publish editable PDF forms** - digital fillable forms save valuable processing time for your organisation.
- **Version roll-back** - you have the ability to roll back to previously published versions of the document at a document and section level.





Manage

Manage your documents and stakeholders effectively



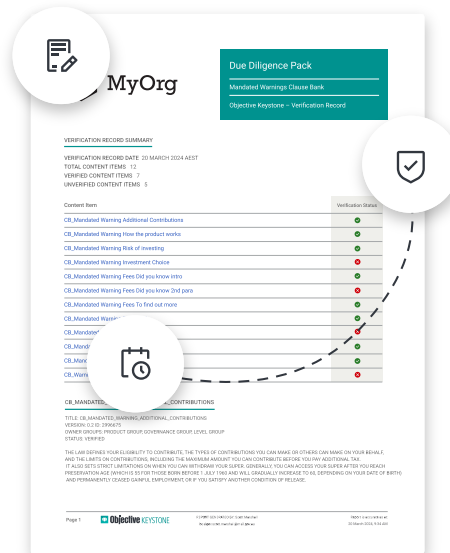
- **Tasks and workflows** - choose between simple and advanced workflows to direct your team through the document lifecycle. Automatic task assignment and activity tracking free up your time from admin and process management to focus on content.
- **Dashboards** - see at a glance where your document is in the process; identify bottlenecks and follow up with your team's tasks.
- **Audit trails** - publish your document's activity in an instant. Produce a complete record showing every edit, comment, proposed change, note, and approval.
- **Reporting** - publish comments and review notes within the context of the document.



Comply

Centralised governance provides efficiency and compliance benefits to your organisation

Ensure compliance with internal processes and regulatory obligations. Be confident with a comprehensive and defensible audit trail covering all review, verification and approval steps.



- **Audit trails** - generate a record of everything that happened in a few clicks: From common content identification and extraction through to a comprehensive audit of every action. Historic versions of documents, supporting notes and contextual information are recorded.
- **Verification Certificates** - facilitate easy sign-off for legal and accountable executives through the use of automatically generated verification certificates. Detailing evidence points for key statements and performance data.
- **Workflows** - ensure compliance with internal processes and regulatory obligations thanks to fully audited review, verification and sign-off processes.
- **Reviews** - effortlessly facilitate simple and comprehensive review processes involving single or multiple stakeholders, and regulators across all of your documents.

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Digital Government. Stronger Communities.

We create software that makes a difference.

Using Objective software, thousands of financial services and public sector organisations are developing policies with impact, accelerating processes and delivering innovative services.

We help organisations shift to being completely digital. Where our customers can work from anywhere; with access to information, governance guaranteed, and security assured.

Innovation is our lifeblood. We invest significantly in the ongoing development of our products to deliver outstanding solutions to the public sector and regulated industries.

The result, stronger national and community outcomes; and accountability that builds trust in government.