NaverticaPoint 365

Comprehensive support for quality management, with an emphasis on complex managed documentation

Have the lifecycle of managed documents completely covered. With NaverticaPoint 365, you get sophisticated software support for quality management according to **ISO 9001** and related standards.

Product description

- **Managed documentation:** Quality manual, guidelines, instructions, procedures, forms and other documents
- **Record management:** Modules for managing records related to processes, management decisions and assignment of responsibilities, quality objectives, audits, non-conformances and actions
- **Task system** as a tool for assigning and monitoring work. Once a workflow, has been run, authorized persons have an overview of who has been given what task and how they are performing it
- **Profiles by roles** – users sees only the documents assigned to them, their properties, versions and status; they do not have to search through large amounts of data
- **Accompanying sheets** – electronic alternative to accompanying sheets, allows faster document processing and provides an overview of the current status

- **Web user interface** – the user only needs a web browser and Internet access to work
- **Fully automatic user familiarization** with issued documents, including related processes (user groups, distribution lists, staff fluctuation)

Benefits of the platforms:

- Power Apps and SharePoint are **modular environments** that can be tailored to each customer's exact needs. They allow you to cover a range of business processes without having to run a separate system for each.
- **The platforms are guaranteed to develop in the long term:** the modern technology used is crucial for Microsoft in the future, as confirmed by renowned independent analyst companies such as Gartner, Inc.
- **Price/performance ratio:** most of the implementation is done without programming, so it is fast and very cost-effective.

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Key features overview:

- **Automatic versioning and archiving** of documents and records, great emphasis on removing redundant documents in paper form

- **File labels** that are freely configurable, workflows: commenting procedure applicable to any document (commenting, approval, etc.)

- **Confirmation of familiarization with the documents:** Simple and demonstrable, fully automatic - the system regularly checks changes in documents and user assignments in the organization

- **Timestamp:** Automatic recording of the date and time of changes in records and documents

- **Creator of the changes:** Automatic recording of the originator of the changes in records and documents

- Fully automatic **dashboards and e-mail notifications** of changes

- **Electronic accompanying sheets**: Serves as an electronic replacement for physical accompanying sheets, includes serial and parallel workflow, overview of who is currently processing, has processed or is about to process the item, basic functions such as approve, reject, rollback, delegate, request opinion

- **Notification of the deadline**: Elements of notification of impending deadlines (e.g. document approval, need to revise, date of non-conformance resolution, audit, familiarization with the document...)
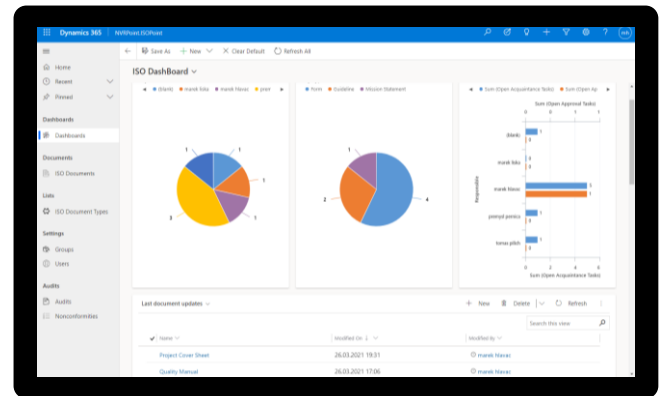
Product benefits:

- **Digitization:** Significant relief from paper documents

- **Security:** Multiple levels of protection against unintentional and intentional data loss

- **Instant overview:** Management has a completely up-to-date overview of the QMS system status at any time

- **Integration:** Compatibility and integration with Microsoft products

- **Clear menus:** Clear menus offering all actions that make sense at the moment and to which the user has permission

- **Navigation:** Navigation is always available on the side of the screen, so the user never gets lost

- **Time saving:** Depending on their job title, the system saves users up to tens of percent of their time

- **Uniqueness:** The user always knows which versions of documents are up to date and who is working on them or has worked on them

Technical specification - conditions of implementation (minimum requirements):

Cloud environment Microsoft SharePoint Online for all users (reading documents, familiarization, task completion), also the extension in Power Apps environment for key users (custom document management, task and workflow management).

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