

## The module *roXtra Processes*

**roXtra**

For digital and lived processes and forms – from modelling to automatic processing.



Processes can be created very easily using express tables and graphical modeling.

It saves a lot of time to fill out electronic forms.

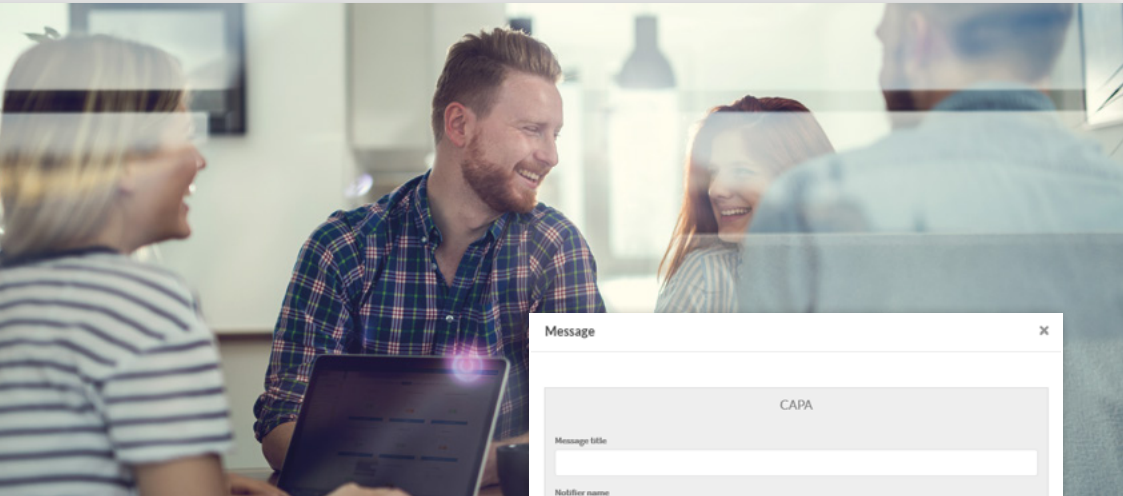
What do you like best about the module *roXtra Processes*?

The task management and dashboards are very concise.

The direct access to the *roXtra* documents is very convenient.

# Electronic Forms

A big step to a paperless office: With *roXtra Processes* you can digitalize, edit and forward your forms.



Message ✕

CAPA

Message title

Notifier name

Type of measure

Who or what is affected?

**B I U** Headline 4 **Stamping**

Description of the (possible) fault

**B I U** Headline 4 **Stamping**

Attachments

Upload attachments via drag & drop or click

## Form generator

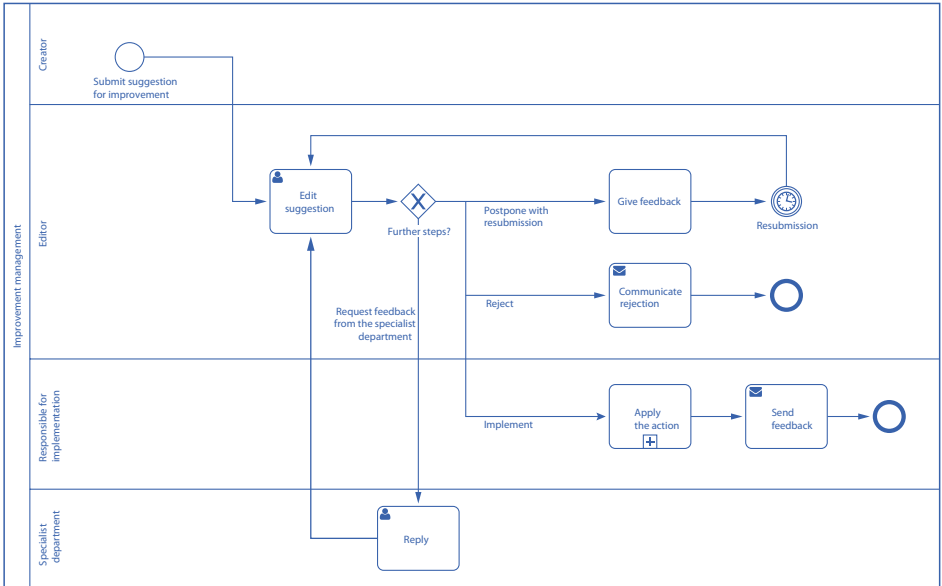
- Automate your existing office forms and checklists or create electronic forms in our form generator.
- Your employees can fill out the forms directly and forward them for approval, review or release.
- The module *roXtra Processes* allows you to model and automate a wide variety of processes in your *roXtra* system.

## Create your own individual processes from the most diverse areas:

- Application for leave
- Invoice verification
- Orders
- CAPA
- QM processes
- Order processing
- Employee onboarding
- Travel expense report
- Creating new accounts
- Complaints
- Ticket management
- Change-Management

# Processes

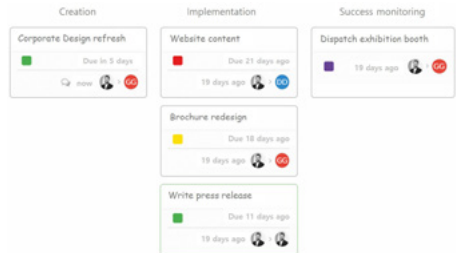
With *roXtra Processes* you can digitalize your business processes and structure procedures. **And the best:** No programming is necessary.



## Reliable overview

In the cockpit and in concise dashboards you can always see where a process is currently located.

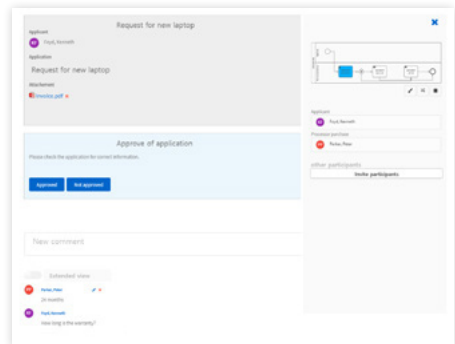
Categorize processes and tasks. Set individual deadlines or use color markers to highlight processes.



## In the focus: Teamwork

roXtra becomes the linchpin of all procedures: Everything that belongs to a process can be found in one central place.

Documents, e-mails and the entire history are clearly recognizable for all parties involved at all times.



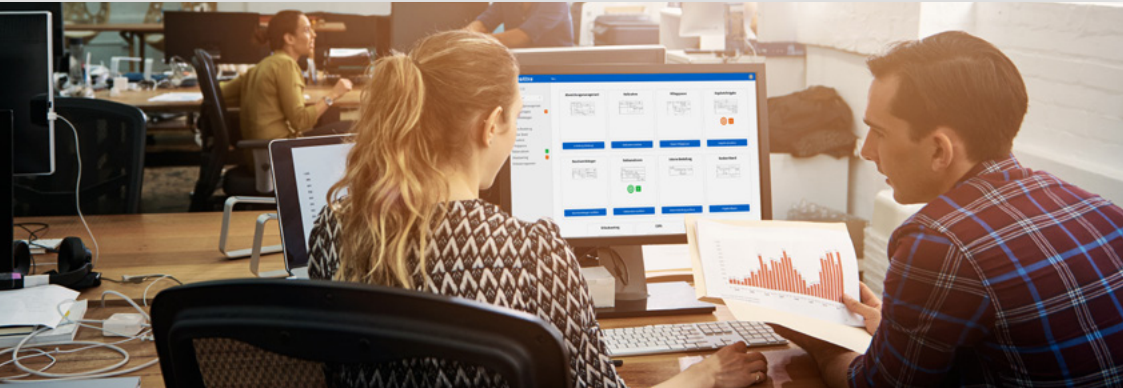
## Our tip:

With the comment function everyone can participate in the process.

# Your benefits

**roXtra**

We have summarized all features and services of our module *roXtra Processes* at a glance to give you a comprehensive overview:



## Electronic Forms

- Use of existing Office and PDF forms
- User-friendly form generator
- Integration of documents from the module *roXtra Documents*
- EditClient for easy filling out of office forms
- Full text and field search

## All at a glance

- Task management with deadlines
- Dashboards
- Graphical reports
- Heatmaps
- Audit trail
- Categorization of processes and procedures

## Processes

- Graphical modeling based on BPMN 2.0
- No programming necessary
- User management with intuitive role concept
- Automatic processing

## Compliance

- Compliance with storage periods
- Data protection compliant
- Clear assignment of tasks and activities

## Service

- Consulting and training
- Templates for various applications
- Process recording and modelling
- Interface development

## Are you interested in more?

### Experience *roXtra Processes* live!

We present the entire system with all its features in a non-binding presentation.

Give us a call: +49 7161 505 70 0

or write us at: [service@roxtra.com](mailto:service@roxtra.com)

We look forward to seeing you!