



roXtra

roXtra Contracts

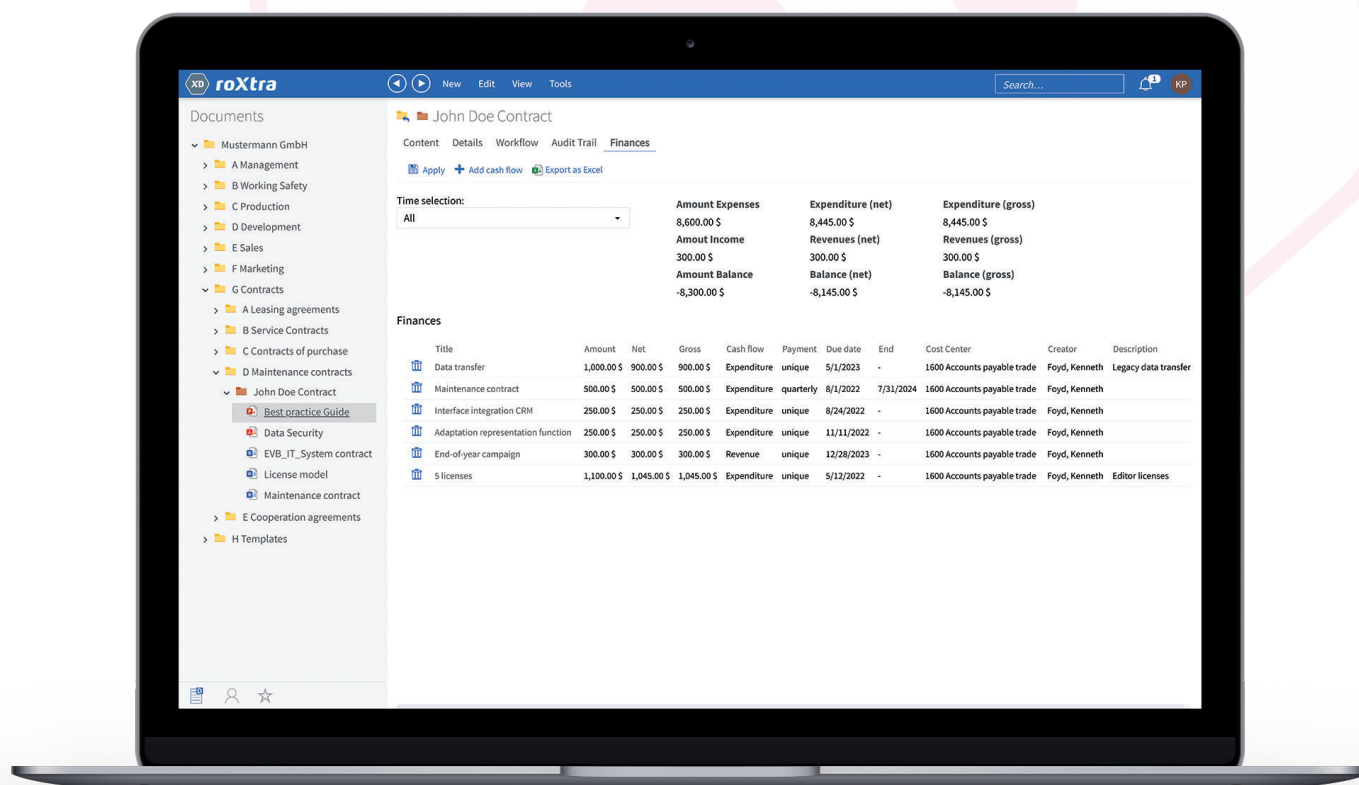
The extension in the module
roXtra Documents for your
contract management



roxtra.com

Keep track of contracts, files, terms and notice periods

The extension for the module *roXtra Documents* puts the management of your contracts on a completely new level. You always have all deadlines in view, can react flexibly and have quick access to any contract including attachments - and always in the latest version.

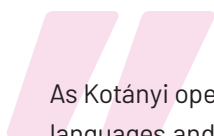




Your advantages at a glance

Contract management with roXtra

- All contractual documents are available in the latest revision
- Contract files allow easy maintenance of related documents
- Easy access to active contractual relationships prior to contract negotiations
- Automatic reminders of deadlines and tasks
- Logged, compliance-conform document control and archiving
- Easy import of paper documents via scan
- Disclosure of optimization potential through evaluations and statistics



As Kotányi operates internationally, there are contracts in many different languages and in many different countries. We had the task to collect these contracts in one central place and to get an overview of terms and conditions.

Thomas Schlechta
Quality management representative at Kotányi GmbH



Automatic reminder deadlines

You can create different reminders for each contract or contract file in roXtra. This gives you the security of being automatically reminded by the system in time before the end of the term or at the notice period – and of being able to act if necessary! You can specifically define the frequency at which the reminder should appear and the person responsible to whom it is addressed via e-mail and task in roXtra.

Simple contract management

roXtra Documents is web-based. This means that you and your employees have access to the valid version of your digital documents, such as your QM manual, at any time, regardless of location. A variety of interfaces enable fast and uncomplicated data transfer. Format templates also ensure the uniformity of your documents and thus accelerate the absorption of information.

Standardized Revisioning

roXtra Documents ensures that employees work exclusively with the valid version of a document. Revisions are processed by you in the background and are only available in the operative environment after release. With the automatic assignment of revision numbers, *roXtra Documents* provides a very easily traceable QM documentation – an invaluable advantage for certification or audits.

Integrated full text search

A lot of time can be saved in daily work when documents can be found quickly and easily. This is ensured by a powerful, integrated full-text search that searches both the content of the documents and the stored metadata. The „Advanced Search“ function can be used to further refine result lists. The structure is clearly arranged in a tree structure, which further simplifies the handling of the search function.



Extend *roXtra documents* with



IDP-Connector

This extension minimizes the effort for user administration. You get a choice of a connection to Active Directory, Azure AD or Okta.

API interface

The integrated interfaces of roXtra allow you to integrate external documents and databases. This makes automatic data reconciliation with other systems feasible.

CD-Builder

The roXtra CD-Builder allows you to export documents including the roXtra user interface to an „offline format“ - for example to your hard disk, CD or DVD.

Contracts

The extension supports you in the structured, secure and digital management of your contracts - from contract entry and deadline monitoring to audit-proof archiving. This way, you always have an overview of all deadlines and costs.

Import-Scanner

Via a scanner you can add paper documents directly into roXtra. This facilitates the quick archiving of records.

Mobile-Connector

Get mobile access to your roXtra system with the roXtra app. You can conveniently access your documentation and make the most of your time on the road.

Die Module der QM-Software roXtra im Überblick



roXtra Documents

The digital solution for standard-compliant and audit-proof document management



roXtra Processes

Your software for executable and automated business processes



roXtra Risks

Identify risks precisely, analyze them effectively and minimize them effectively



roXtra Audits

Plan and document your audits effectively



roXtra Actions

The central instrument for continuous improvement

We help you to become **better and better**

The regular contact with our users enables us to respond to current requirements in practice and to changing framework conditions due to new standard specifications. We would be happy to find the appropriate software solution for you in a personal telephone conversation.

Michael Stummvoll
Head of Sales at Roxtra GmbH



Processes accompany us constantly – both in personal and everyday business life. This is exactly what makes process management so exciting. In order to make your company processes as efficient as possible, I will be happy to answer any questions you may have about roXtra Processes.

M.Sc. (Prozessmanagement) Michael Tom
One of your contact persons for roXtra Processes



Interested in more? Enjoy **roXtra** live!

We can demo the entire system with all its functionalities to you in a non-binding online presentation.

Contact us by e-mail or give us a call.

roxtra.com | service@roxtra.com | +49 (0) 7161 505 70-0

We look forward to seeing you!

