

XP

XP

roXtra Processes

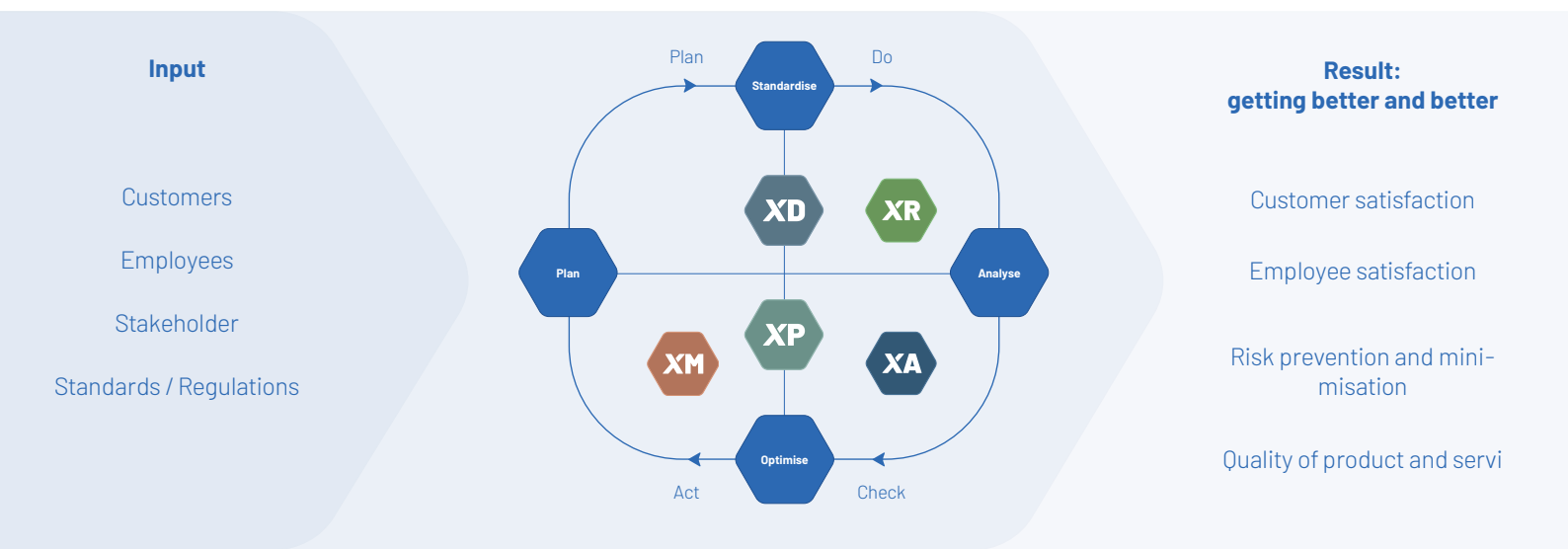
The digital software solution for
processes and forms - to make
your QM strategy better and better

roXtra
immer besser werden

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roXtra Processes within the modular structure of the digital quality management software

Our modular QM software is like a digital quality manager that supports you in becoming better and better: **roXtra** combines quality management, dynamic process management and holistic risk, audit and action management in a single system and helps you to implement your projects and tasks more effectively, safely and economically.



For a living digital transformation Digitize processes and forms in an agile way

The modules of the QM software roXtra at a glance

- XD roXtra Documents**
The digital solution for standard-compliant and audit-proof document management.
- XR roXtra Risks**
Identify risks precisely, analyze them effectively and minimize them effectively.
- XP roXtra Processes**
Your software for executable and automated business processes.
- XM roXtra Actions**
The central instrument for continuous improvement.
- XA roXtra Audits**
Plan and document your audits effectively.

Clearly defined processes are the key to your company's success: they create transparency about internal structures, processes and responsibilities. They lay the foundation for the continuous optimisation of quality management.

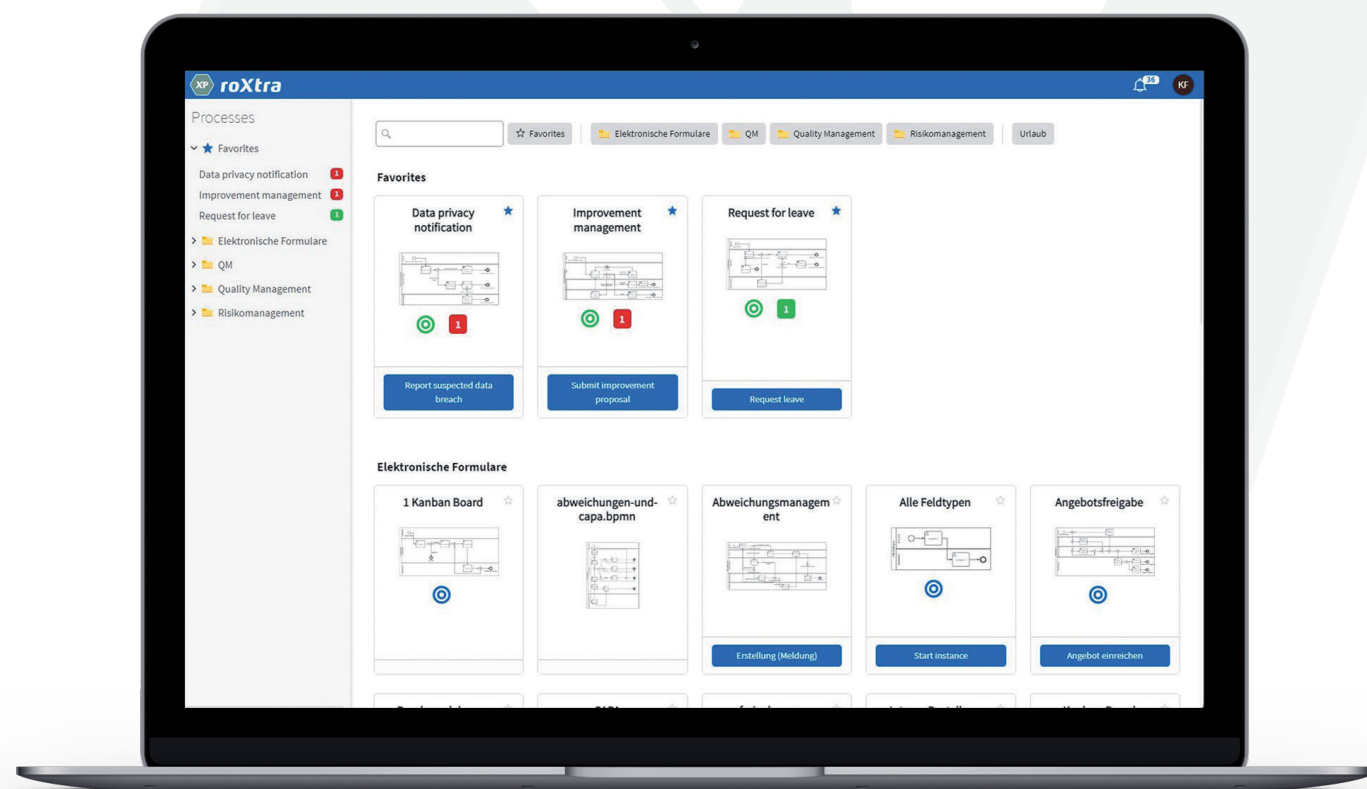
Digitalisation and the emergence of mobile, location-independent working have become increasingly important in the last few years.

At the same time, decentralised communication and collaboration across different locations still represent a major challenge for many companies.

This is where roXtra comes in, supporting in establishing an interactive and living process management.

roXtra will become the linchpin of your business processes.

Use existing process templates or model your processes according to your own ideas and individual requirements.



A selection of potential processes

Holiday applications
Invoice verification
Purchase orders
CAPA

Task management
Order processing
Onboarding
Travel expense accounting

Kanban board
Data protection report
Complaint management
Change management

Interactive automated forms

Electronic forms are a tool in process management for effective structuring, digitalisation and automation of your processes.

The days of illegible paper forms are over: Fill out forms digitally in roXtra and forward them for processing or approval with just one click and without any media disruption.

This speeds up your information flow and task flow completely independent of each employee's location.

You are completely free in the structure of your forms. Create individual forms, define corresponding roles and responsibilities and automate notifications to stakeholders.

Clear forms help in structuring processes and initiating actions

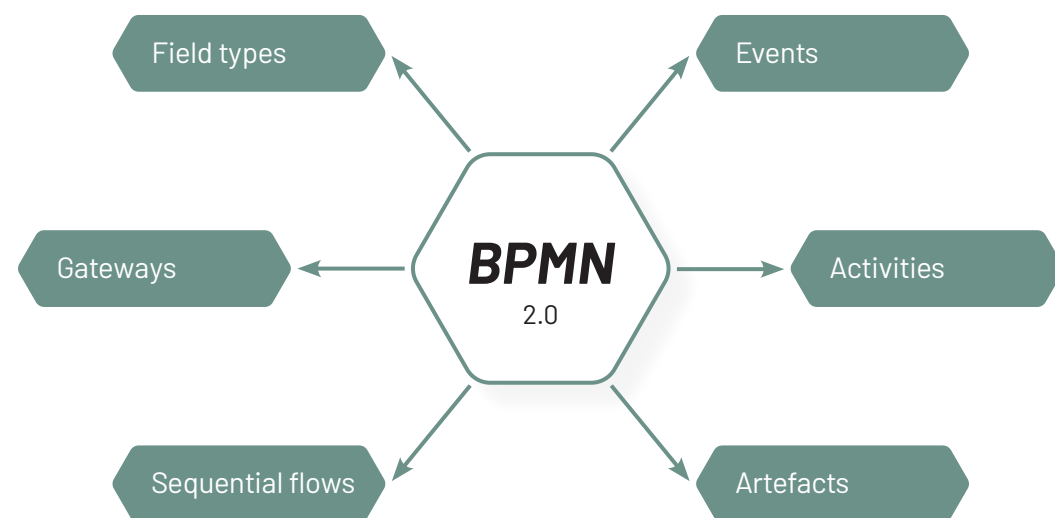
Flexible design and adaptation of your processes

In addition to a large selection of process templates for immediate use, you can also model your own processes. Programming knowledge is not necessary. For example, you can create your processes using a simple express table. Alternatively – based on the uniform language for business process modelling BPMN 2.0 – you can also model your processes graphically.

One click and drag & drop is all it takes to define pools, swimlanes, tasks, events, gateways, activities, sequence flows and much more.

Define responsibilities and roles in the process as well as options for input and response for your employees or anyone else involved in the process.

Thanks to AI integration, process descriptions, email templates, etc. can be generated automatically to simplify daily work.



Keep an overview at all times

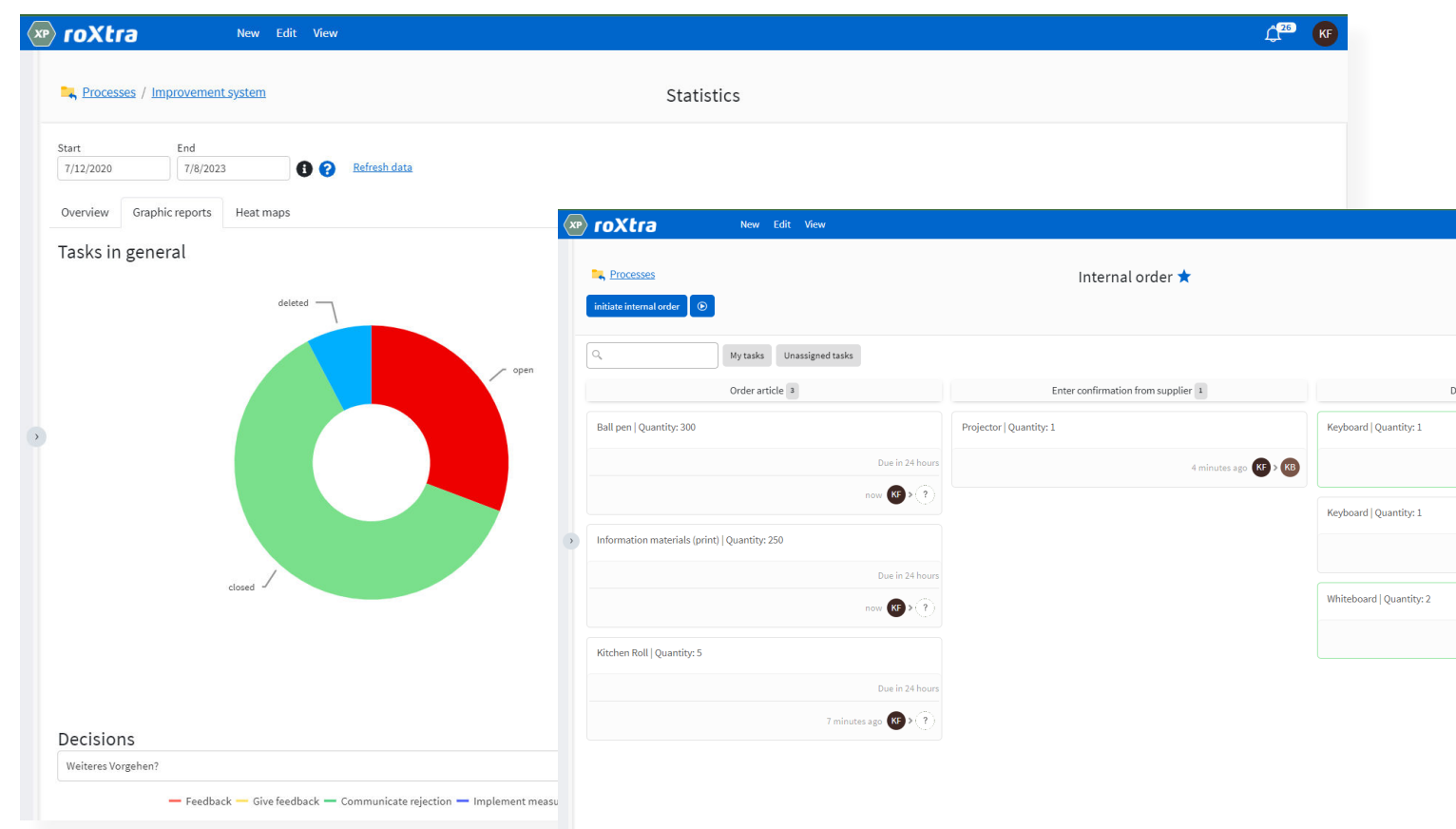
With the help of clear dashboards, you always keep an eye on every running process. Due dates, task management and colour-coded markers help to structure the process. All activities and comments are archived in the system in a traceable manner.

You can also identify weaknesses and establish best practices as a standard in your company via evaluations and graphic reports. This creates a uniform understanding of complex processes.

Cross-system working with interfaces

Start your processes from other applications (e.g. roXtra Documents XD) or web forms. Timer events and „decisions“ are available for simple and automated control of your processes. In addition, it is possible to store individual business rules. You can easily outsource recurring and complex processes to sub-processes.

In addition, interfaces allow you to connect other IT systems (e.g. CRM, ERP, MS Office services and many more) to your processes. This allows you to access databases or perform complex and individual calculations from an instance in roXtra.



Overview of statistics and view of open instances of a process

Efficient teamwork and communication

Cross-departmental communication and cooperation enables collaborative and efficient work. Use roXtra Processes as a central hub for your processes. Everything that belongs to an instance can be found here.

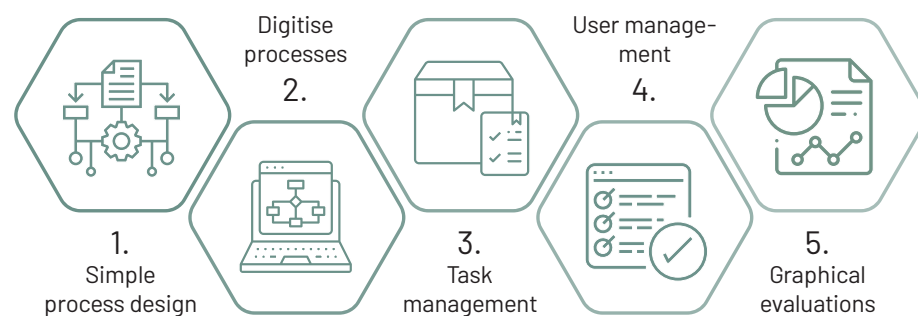
Logical rules and responsibilities create a clear allocation of tasks and activities: The ideal and traceable working basis for all persons involved in the process.

They can use the comment function to participate in instances and give feedback. In addition, you can link and interconnect individual processes and various sub-processes. This makes it easier for interdisciplinary teams or cross-departmental projects to work together.

The screenshot shows the roXtra Processes web application. On the left is a sidebar with a 'Processes' menu where 'Improvement system' is selected. The main area is titled 'Instance list' and contains a table of process instances. Above the table is a 'Submit improvement proposal' button. The table has columns for Link, ID, Instance, Started, Closed, Status, Creator, and Editor. It lists several instances related to purchasing fire extinguishers, adjustable desks, and introducing telephone service.

Link	ID	Instance	Started	Closed	Status	Creator	Editor
Link	768081a899ee6e12	Purchase a fire extinguisher	2/22/2022, 3:53 PM		Running	Doe, John	Foyd
Link	6243097cb69d8215	Purchase a fire extinguisher	2/21/2022, 3:42 PM		Running	Foyd, Kenneth	
Link	33cb741b093d6c93	height-adjustable desks	2/10/2022, 9:56 AM	2/10/2022, 10:01 AM	Completed	Foyd, Kenneth	Foyd
Link	bc9a5078e418bdfd	Introduce telephone service during the break	7/19/2021, 11:10 AM		Running	Barnes, Kevin	Barn
Link	5e126744dd074dde	Height adjustable desks	7/19/2021, 11:09 AM		Running	Barnes, Kevin	Barn
Link	61d27bf7e27e4a10	Höhenverstellbare Schreibtische	7/19/2021, 11:09 AM	7/19/2021, 11:09 AM	Canceled	Foyd, Kenneth	Foyd
Link	f36f8bd9f308cec	Fine dust filter for printing systems	7/19/2021, 11:08 AM		Running	Foyd, Kenneth	Foyd
Link	2b57a86f24f3194	Introduce clocks in meeting rooms	7/19/2021, 11:08 AM		Running	Foyd, Kenneth	Foyd
Link	c780e0fc42ed637e	Introduce corporate benefits for	7/19/2021, 11:07 AM		Running	Foyd, Kenneth	Foyd

Track open and closed instances at any time



Your advantages at a glance

Processes

- Graphical modelling on the basis of BPMN 2.0
- Automated execution
- No programming required
- Connection to external IT systems (e.g. CRM, ERP)
- User management with intuitive role concept
- Fast process mapping with AI support

Electronic forms

- Use of existing MS Office and PDF forms
- User-friendly form generator
- Integration of documents from roXtra Documents (XD) module
- EditClient for easy fill-in of MS Office forms
- Full-text and field search

Everything in view

- Task management with deadlines
- Dashboards & graphical reports
- Heatmaps
- Audit trail
- Categorisation of processes and instances

Compliance

- Compliance with storage periods
- Data protection compliant
- Clear allocation of tasks and responsibilities

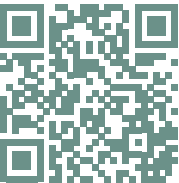
We have already been able to standardise a lot of work processes with the help of the roXtra Processes. The advantage is that processes are quicker and more structured. In addition, all the „side processes“ or small things that need to be taken into account are not overlooked. With the help of timer events, we were able to ensure that regularly recurring tasks are not forgotten. All contents can be viewed via the task lists so that statistics no longer have to be kept manually.



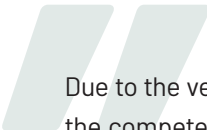
Anne Schumann
Quality Management Officer, ASKLEPIOS Klinik Bad Salzungen GmbH

What existing users say about the **roXtra Software**

We are trusted by many companies in the fields of healthcare, medicine & pharmaceuticals, industry & services, food, education, public institutions & administration and social services. An overview of our customers and references is available on our website.



Scan the QR code to get to know many more satisfied customers.



Due to the versatile and reliable software, the consistently good cooperation with the competent Roxtra team, their strong background and know-how in quality management and document workflow, they are able to offer and implement very elegant and useful solutions to our problems.

Alex von Mylius
Director of Certification, TÜV SÜD Product Service Division

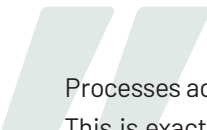


We help you to become **better and better**



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



Excerpt of our customers



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!

