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## roXtra Documents

With our digital QM software you can make the leap to paperless document control

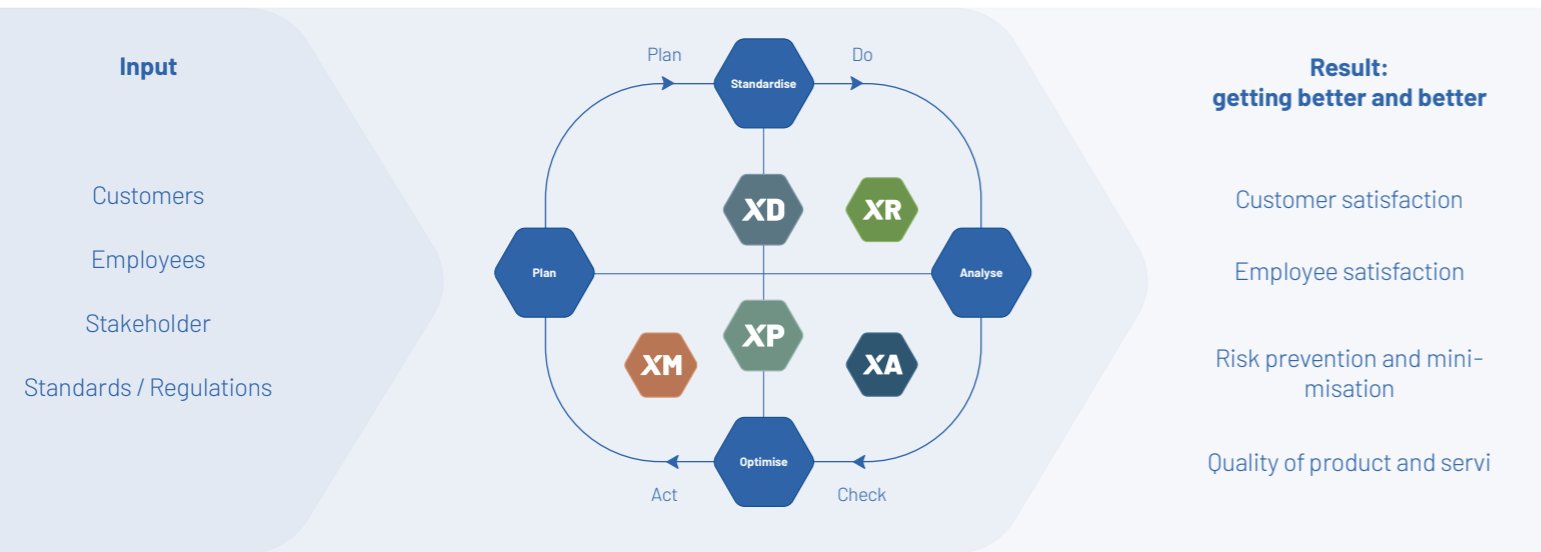


roXtra

## roXtra Documents within the modular structure of the digital quality management software

Our modular QM software is like a digital quality manager that supports you in getting better continuously: roXtra combines quality management, dynamic process management and holistic management of risks, audits and actions in a single system that helps you to implement business processes more effectively, more securely and more economically.

**Intuitive and easy to use, our software makes Quality Management enjoyable and understandable for managers and employees alike, helping organisations to achieve their goals.**



## Declaring war on paper chaos






All important documents centrally in one place

Employees can spend up to 20 percent of their working time searching for information. The „paperless office“ is only rarely a reality.

Apart from unnecessary costs, the lack of information is one of the most common causes of dissatisfaction in the workplace.

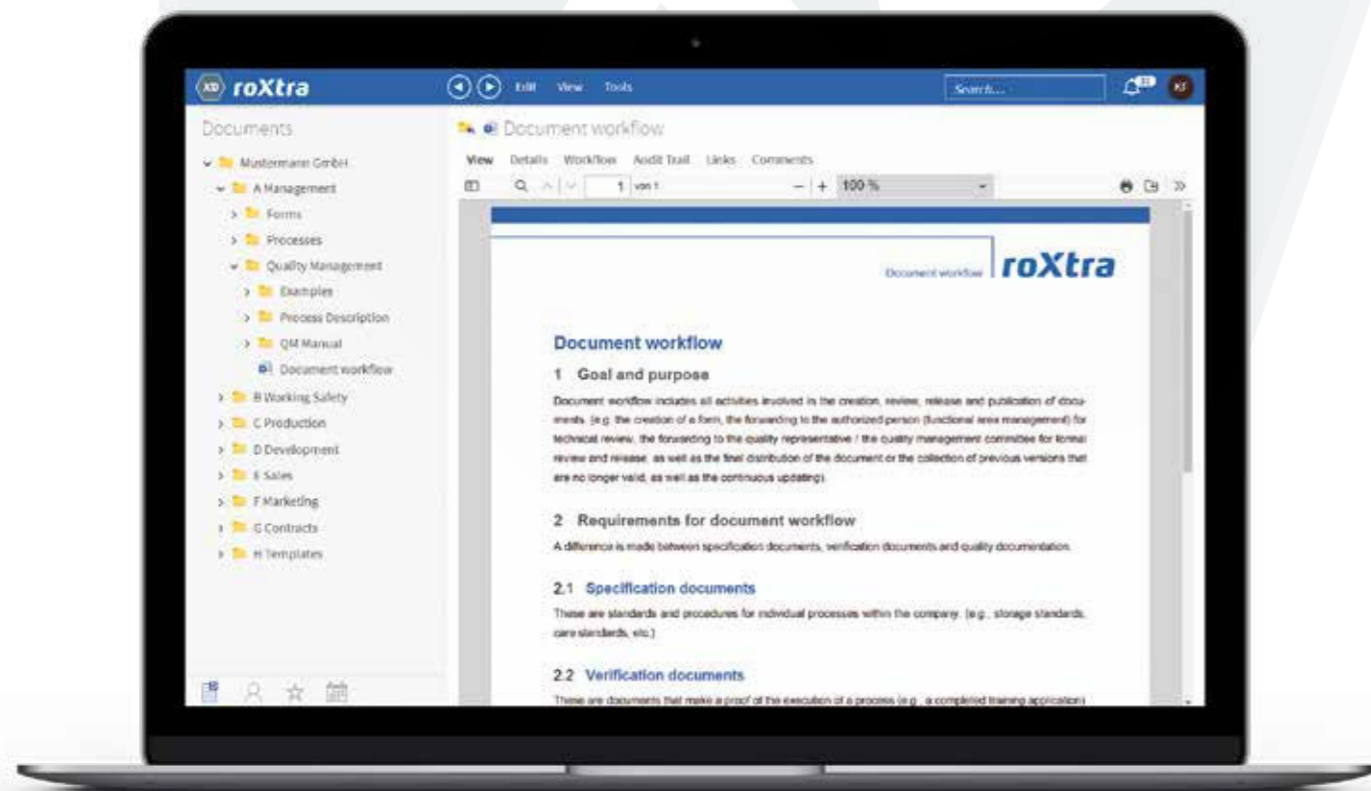
With the roXtra Documents module, you can say goodbye to paper chaos and move towards centralised, standards-compliant documentation and digital knowledge transfer for your entire company. The system offers a wide range of options to make your document management intuitive and effective.

### The modules of the QM software roXtra at a glance

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

# Digital document workflow for your standards-compliant QM

Control and manage your quality management documents with individual workflows for all standards and regulations.



## Your advantages at a glance

### Quality

- Documentation that is always up-to-date
- Audit-proof archiving
- Reduction of errors through the „4-eyes principle“
- Clear traceability

### Expenses

- Time savings due to automated workflow processes
- Problem-free transfer of existing documentation
- Future-proof investment due to latest technologies and regular updates

### Motivation

- Simple UI with a modern design
- Editing of documents in familiar MS Office applications
- Direct influence of improvements through suggestions
- Improved interdepartmental communication

### Continuous improvement

- Faster response times
- Location-independent access via browser
- Clear and transparent release and management processes

Our users are very satisfied with the document management with roXtra. The sample documentation was very helpful for us as „validation beginners“, especially for the first software validation. Based on our experience, we would recommend this documentation to other companies.



Catherina Katschke  
Project Manager of Quality and Risk Management Unit,  
Universitätsklinikum Ulm

## Standards-compliant control through individual workflows

With an automated release and control process, you determine how a document is routed through your company and who is assigned which tasks within the workflow (e.g. for editing, review or release). You can achieve this by assigning an individual workflow to each document type. The tasks arising from the workflow are automatically generated by roXtra Documents and distributed to the responsible persons. In this way, the release and review process is transparent at all times. Resubmissions also ensure regular review and updating of documents. For document processing, you retain your familiar working environment (e.g. MS Office).

## Central knowledge management

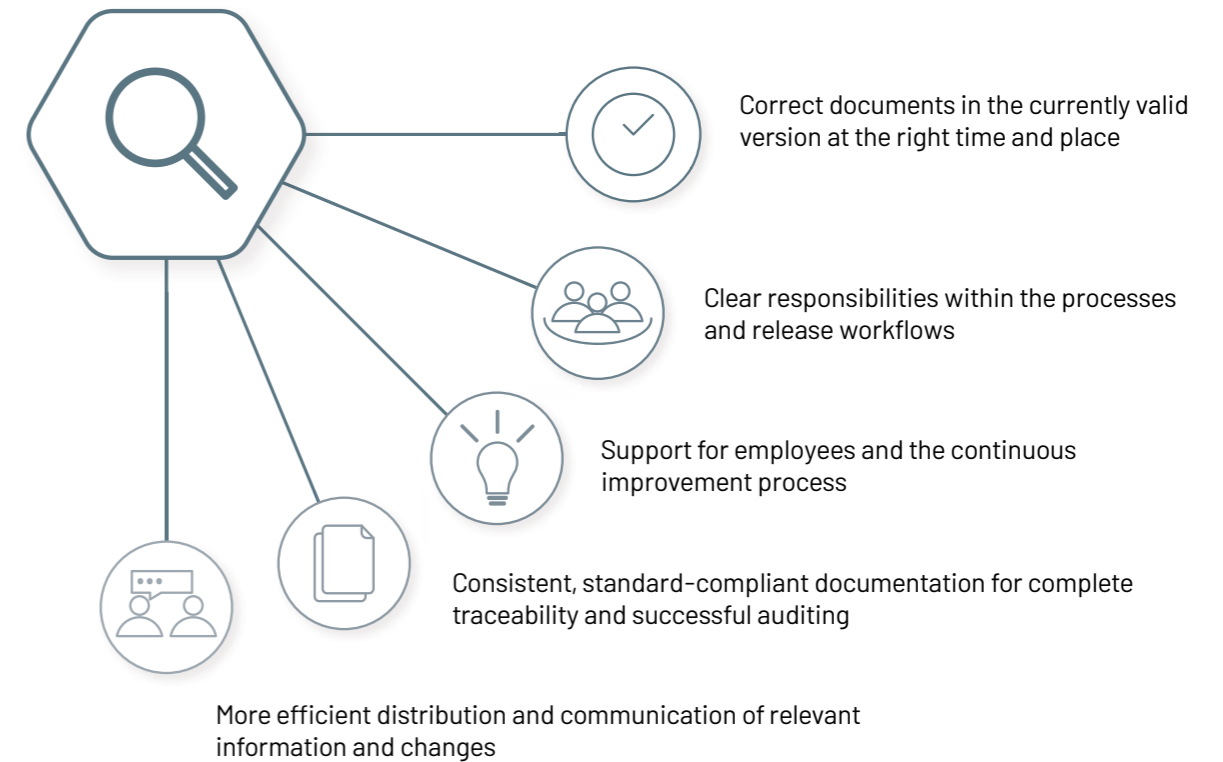
roXtra Documents is web-based. This means that you and your employees have access to the valid version of your digital documents, such as your QM manual at any time, regardless of location. A variety of interfaces facilitate the fast and uncomplicated transfer of data. In addition, format templates ensure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

## Compliant archiving and auditing

roXtra Documents ensures employees can only ever work with the latest version of a document. Revisions are processed in the background and are only available in the operational environment after release. With the automatic assignment of revision numbers, roXtra Documents offers a easily traceable QM documentation - an invaluable advantage for certification or audits (XA).

## Find information or documents quickly

A lot of time can be saved in daily work if documents can be found quickly and easily. This is ensured by an integrated full-text search that encompasses both the content of the documents and their stored metadata. With the advanced searches, result lists can be even more precise. The tree-based structure helps users to easily navigate through their search results.



## Simple, cross-system user management

The QM software enables simple, efficient and detailed assignment of rights at both the group and individual level. This is particularly advantageous in fast-growing companies and IT landscapes. With the help of a rights matrix, you can easily keep track of the assignment of rights. For systems with a large number of users, the connection to various identity providers (Active Directory, Entra ID or Okta) is an additional advantage.

## Process-oriented document workflow

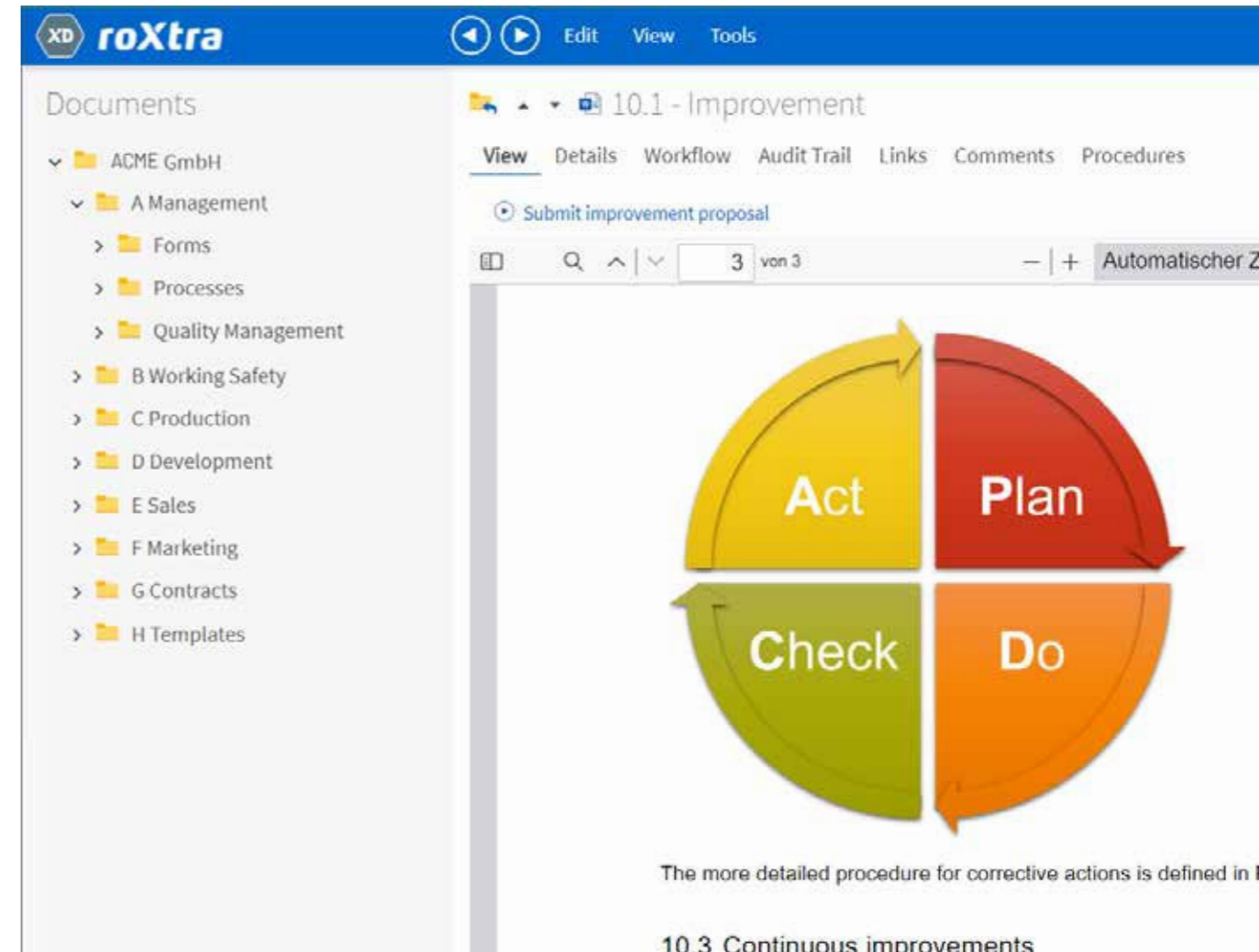
A core task of quality management is to maintain an overview of responsibilities, tasks and decisions, as well as the relationships between various company processes. roXtra supports you by harmonising document workflows and your business processes. You can directly assign related forms and documents to individual process steps and even link external content. This simultaneously creates transparency and a basis for high process quality.

## Visualisation with the Flowchart-Designer

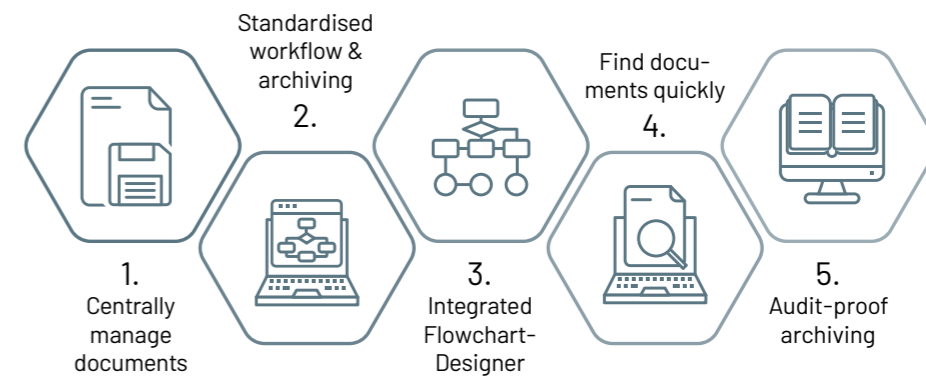
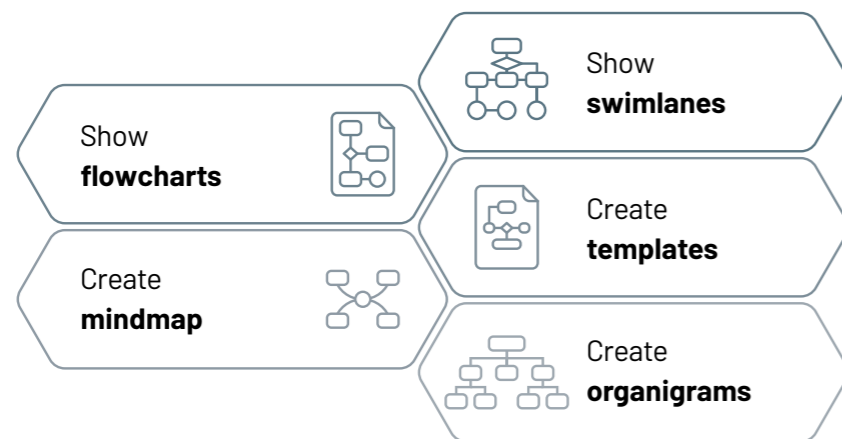
The roXtra Documents module also supports you in visualising your business processes: With the integrated Flowchart-Designer you can easily model your company organisation as well as workflows and individual business processes. For this purpose, a variety of styles, shapes, symbols and colours are available.

To aid you in easily visualising your workflows, the Flowchart-Designer offers you a wide range of tools and templates - including flowcharts, process flows, organisational charts, swimlanes, turtle diagrams and much more.

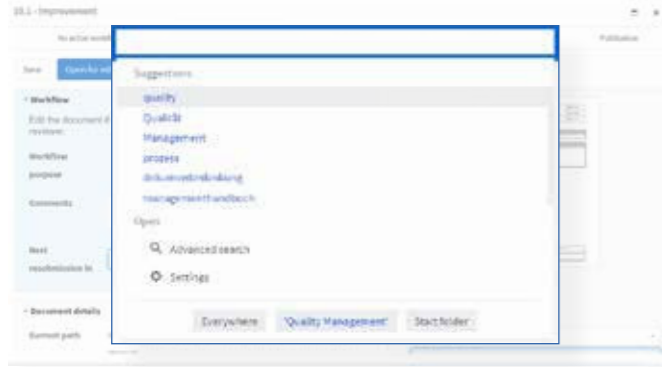
The Designer is so easy to use that you can start right away without any training.



Document view



# Product highlights



## roXtra creates order

Search and quick access

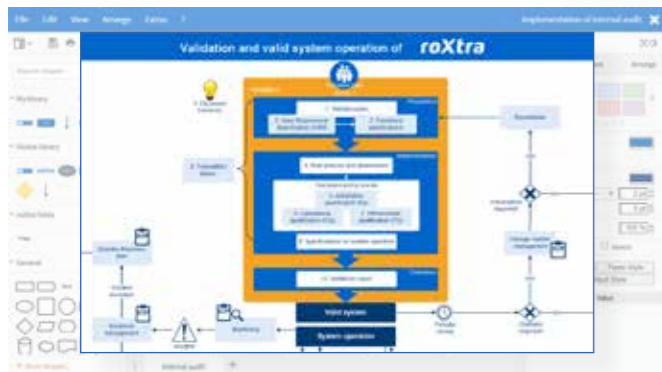
Intelligent search function with clear structure as well as field and full text search.



## roXtra strengthens teamwork

Workflow control

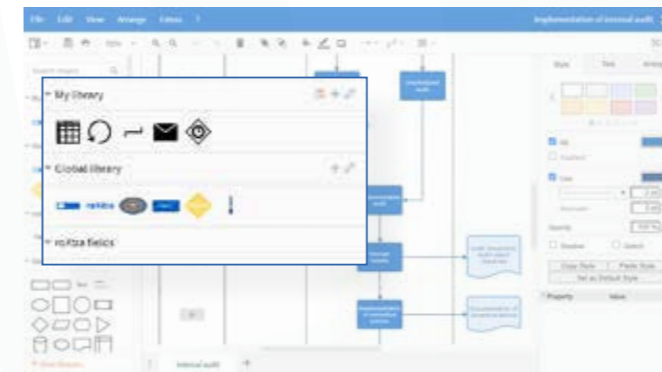
Customised workflows control the flow of documentation through the company.



## roXtra fulfils GxP regulations

Software validation

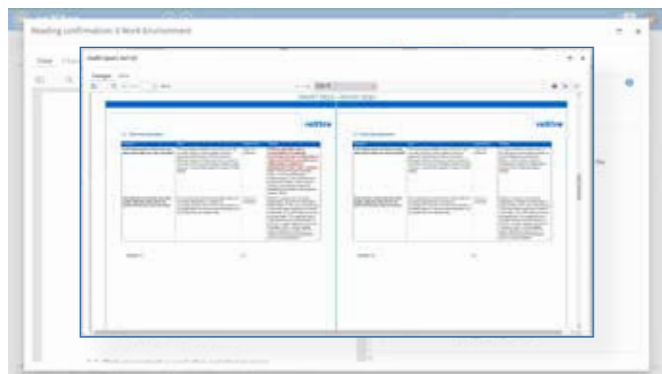
We supply you with roXtra as a GxP-compliant standard version. This minimises the qualification and validation effort for your company.



## roXtra creates quality

Process orientation

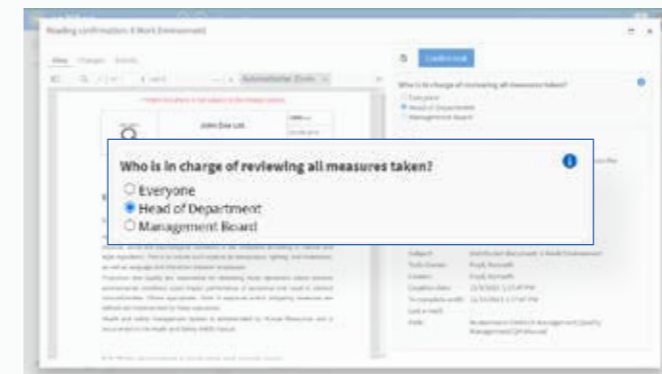
QM that adapts to your company-specific needs and processes.



## roXtra creates an overview

Revision comparison

Track and compare revisions using the direct comparison of versions.



## roXtra creates understanding

Extended read confirmation

Ensure that documents have not only been read, but also understood.



Extend roXtra Documents with



### IDP connector

This extension minimises the effort required for user administration by allowing roXtra to communicate directly with Active Directory, Entra ID or Okta.

### API interface

The interfaces of roXtra enable the integration of external documents and databases. This allows automatic synchronisation of data with other systems.

### Offline Export

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

### Contracts

Organise and manage your contracts in a secure digital format- from contract recording to deadline monitoring, through to audit-proof archiving. In this way you have all deadlines and costs at a glance.

### Import scanner

Scan your documents directly into roXtra, allowing for quick archiving of paper 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.

How to make  
**roXtra Documents**  
even better...

With optimal extensions

For interfaces, user administration, storage, mobile working, the visualisation of processes and contract overview.

## 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

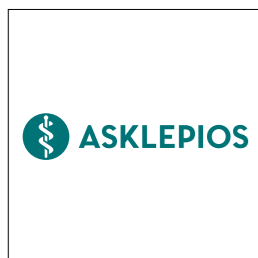


Processes accompany us constantly - both in personal and everyday business life. This is exactly what makes process management so exciting. In order to make your company processes as efficient as possible, I will be happy to answer any questions you may have about roXtra Processes.

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](http://roxtra.com) | [service@roxtra.com](mailto:service@roxtra.com) | +49 (0) 7161 505 70-0

We look forward to seeing you!

