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## Quarta® Workflow

The **Quarta®** Workflow describes the various organisational and communication flows within a company. The Workflow is an innovative solution for the design and installation of automated Business Processes. Instead of paper-based manual proceeding, the creation, analysis, processing and forwarding of information and activities is represented clearly by the graphical flow chart.

By means of this module, the Workflow of **Quarta®** transverse to all the **Quarta®** applications, it is possible to configure the life cycle of the different types of documents (Quality Manual, Procedures and instructions, Non Conformity, Corrective actions, Questionnaires, Complaints, Returns, etc.), by controlling in this way the course through proper business functions.

### Groups

Users can be grouped according to common operational functions for a more flexible assignment of competences and authorisations.

### Competence

Competent Users or Groups are assigned to each state of the document. They are able to work on the document in the current state and develop it.

### Users

All those enabled to work on one or more types of documents are identified by a user profile with reserved password.

### Status

A status is defined for each type of document (i.g. Complaint, Questionnaire, etc.). It is the status of the document life cycle from when it is created to when it becomes outdated.

### Rules

A rule editor, very powerful and flexible, allows to define the conditions (also complicated and depending on any kind of events) that cause the development of the document status.

### Permissions

It is possible to decide beforehand, for each document status, the attributes that can be changed and those that must only be displayed.

### Advantages of Quarta®-Workflow In short:

- Wide range of manageable documents;
- highly-boosted configurability;
- maximum life cycle of each kind of document;
- simple configuration;
- high level of safety;
- integration with the other specialised modules of **Quarta®**;
- workflow graphics.

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