



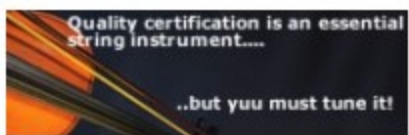


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Quarta® Process Management

Processes important for managing the Quality System: lay down the controlling methods of these processes, assure the availability of the resources, execute measurements, monitor and analyse.

Processes

The organisation intended as company, according to the **ISO 9000-2000** standards must identify the important processes for the management of the Quality System and their application: lay down the controlling methods of these processes, assure the availability of the resources, execute measurements, monitor and analyse. The Process module of **Quarta®** allows to create, through the WorkFlow motor, non-preconfigured processes inside the Quality System of Quarta®. The Process Configuration menu allows the user to organise and plan each process according to his/her own requirements. Each process needs objectives, liabilities, expected results, etc.

A Process in **Quarta®** is created through the following phases:

- process identification;
- definition of the information required for creating the module;giving a code and name;
- defining the input fields, retrieval tables and special fields;configuration of the "document flow"

General Characteristics of the Process module:

- Complete information configurability;
- Activity scheduling;Connection to other processes and/or to other structured documents of **Quarta®**;Attachment management in any format (text, images, etc.)
- Possibilities of retrieval using key words;
- Management of compound documents by displaying the father-son relation tree;Every manual or procedure has a life cycle and a workflow configurable during the drawing up (Processing, Check, Approval, Issue) and diffusion phases;
- Integration with E-mail: each user can be informed on a document review by means of a message in his/her mailbox, automatically display the received document with **Quarta®** and affix one's own electronic signature;
- Displaying the history of the signatures for viewing and of the comments or feed-back;
- Evaluating the processes in terms of value added;
- Continuous improvement of the processes according to objective measurements.

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