# SoftQMS™

SoftQMS system is designed to support storing and managing documentation and processes related to maintaining a quality management system. It supports a structured presentation of processes and full auditability. To back quality managers in their everyday responsibilities, each version of procedure or modifications performed in the system can be tracked.

SoftQMS allows effective documentation management by supporting the processes of a quality management system. Documents such as: Quality Manual, General Procedures, Standard Operating Procedures, Manuals, alongside with attached documentation, are stored and processed in the system. The processes of creating, reviewing, and approving changes in the quality system are supported in the application, thus entirely eliminating the need for paper documents to be stored. As part of the support of the quality management system, it is also possible to document corrective and preventive actions. As a result, users are able to supervise the functioning of all aspects of the quality management system in their organization in a clear and transparent way.

## FEATURES AND BENEFITS

**Feature:** Synergy with laboratory management systems

**Benefit:** SoftQMS can complement any of the products from SCC's Laboratory, Genetics, or Pathology Information System Suites, providing full coverage of quality-assurance related processes in a laboratory environment. Document versions and numbers can be automatically updated in laboratory systems. Access to given methodologies and instruments can be granted based on training documented in SoftQMS.

**Feature:** Content search and querying

**Benefit:** The implementation of SoftQMS allows the storage of all documents as well as quick access for authorized users from any workstation. The system allows to search or filter through gathered documents by content, title, or using keywords. Tagging documents and grouping tags into categories makes it easier to explore and work with documents, which is especially important in organizations with an extensive structure.

**Feature:** Configurability

**Benefit:** The structure and types of documents in the system are created by the user who can also modify them, which reflects any changes taking place in the organization and the processes. The workflows for adding or editing documents used in the system are adapted to the procedures followed in the organization. The modern and ergonomic user interface allows modifications without the assistance of a programmer. Workflows allow the distribution of documents, as well as assigning tasks to both individual users and groups.

**Feature:** Tasks and notifications

**Benefit:** Depending on the type of document, selected workflow, and permissions granted in the system, users receive notifications about the tasks they need to perform, such as reviewing the document, approving it, creating a training plan or a document effective date plan. These notifications are visible in the system and can also be sent as email messages based on templates adapted to the organization.

**Feature:** Document history

**Benefit:** Keeping a register of changes in documentation is necessary in organizations with an implemented quality management system. SoftQMS allows the user to monitor changes introduced in documents alongside with their justification. All new versions of documents are saved in the application and uniquely identified. The document history together with its archived versions are available for system reviews and audits. It is possible to create reports for user-selected date ranges.

## FEATURES AND BENEFITS

**Feature:** Links and relations

**Benefit:** Creating links between documents makes it easier to work and maintain control over documents in the management system. Documents related to each other are updated faster and more effectively, which minimizes the risk of omissions and mistakes.

**Feature:** Trainings

**Benefit:** Application users receive notifications about new documents they need to familiarize themselves with, as well as their due date. Depending on the type of document and its purpose, it is possible to assign training courses to both individual users and groups. Training materials are available in various forms: PDF document, video and audio podcast, etc.

**Feature:** Corrective and preventive actions (CAPA) management

**Benefit:** The system enables users to register new nonconformities, manage the process of resolving them, and introduce corrective and preventive actions. Each irregularity is handled in a coordinated and harmonized manner. The approval process ensures going through all of the necessary steps and actions to solve the problem and engages both management and regular employees. All of these features contribute to the transparency and reliability of your organization.

## SAMPLE SCREENSHOTS

### Expanded setup options

Document processing in SoftQMS can be adjusted to the needs of any organization. The system is equipped in an easily configurable process-building tool. Processes, document types, tags and even task categories can be defined by users to decide how the documentation managing will be handled. As a result the structure of organizations and their documentation is perfectly reflected in SoftQMS system.
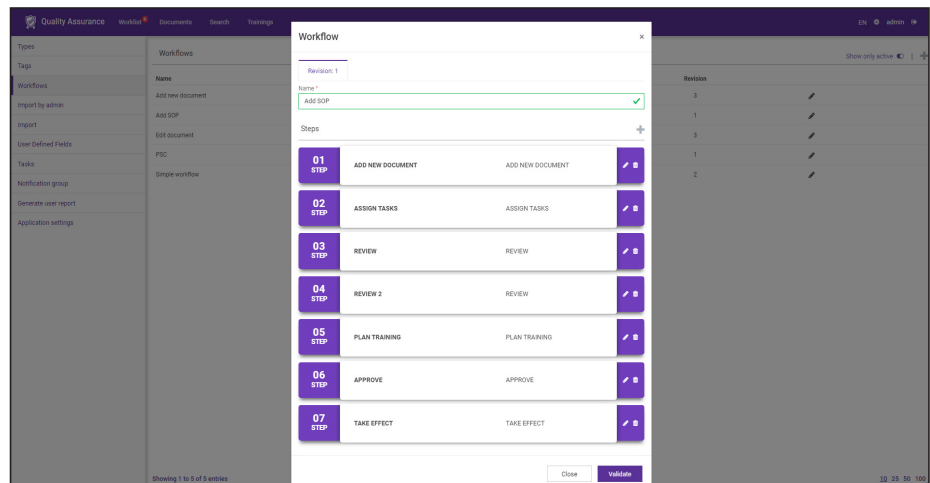


### Nonconformity processing

Application supports transparency in nonconformity registering and resolving. Entire process is visualised and presented for users. At the same time it's providing full security and limiting preforming of required actions only to permitted users.