QDA DOCUMENT MANAGEMENT SYSTEM

The guided document management system is a major challenge within companies. QDA Document Management takes on many of the tasks related to this topic and ensures that documents are managed correctly, approval processes are followed, and standards such as IATF 16949, ISO 9001, ISO 13485, among others, can be met with little effort.

It can also ensure that documents are read and understood. It offers qualification tests and evaluations and clearly displays, for example, if qualifications are still missing in the team and reminds when deadlines are due or have been forgotten.

Supported requirements
→ Induction and training of remote employees
→ Training, webinars and qualification tests with special consideration of the Corona situation
→ Training and qualifications
→ Solutions and interface with EHS (Environment, Health & Safety)
→ New Product Introduction (NPI)

The clear user interface enables easy operation in any common browser from anywhere in the world and in many different languages. At the same time, the high demands on availability and data security are met.

QDA Document Management has been designed to meet the needs of users from different areas, such as: Design, Planning, Construction, Production, Quality Assurance, Quality Management, Human Resources, Finance, and many more.

Among other things, all Office file formats are supported. These can be automatically converted into PDF versions, which can then be supplemented with additional information, such as version numbers, references to related documents, etc.

Functionalities

Management

Add documents from any source. These are centrally stored, registered, versioned and archived as required. Freely definable characteristics and categories ensure that documents can be sorted, grouped and filtered according to individual criteria. A free-text search finds any information, even if it is not known in which areas or files this information was stored.

Workflow

In addition to freely definable workflows, QDA also provides predefined workflows that you can start using immediately.

Version control

Offers different, definable workflows, for the enforcement of processes and for change management in qualitative processes, production processes or other documents. A change history is maintained at all times, which shows:

→ who changed a document
→ when a document was changed
→ which applicable documents are linked
→ who has already read a document

Document control and management

Electronic storage, meaning, version control and retrieval of quality documents, which may include SOPs (Standard Operation Procedure), work instructions, change orders, etc.

Integration with production systems

Ability to interoperate and share data with equipment used on production floor.

Robust design

No installation required, very short learning curve as it is intuitive and can be used worldwide in many languages.

User information

Can be used automatically from other systems, such as Active Directory. Users, roles and authorizations can be transferred easily and quickly.
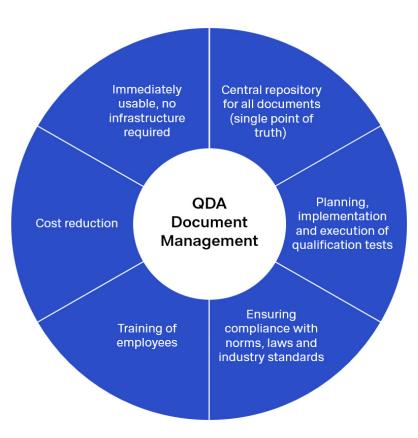
Notifications

If the user wants to be informed about changes in documents, document groups or categories, mail notifications are possible, which individually ensure an up-to-date information status.

Standard-compliant

Supports IATF 16949, ISO 9001, ISO 13485 or VDA and FDA, among others.

QDA Document Management is often used by our customers in conjunction with other QDA products, such as:

→ Audit Trail
→ FMEA
→ PPAP

The QDA Document Management qualification test offers

→ the possibility to define training requirements for employees in relation to documents.

→ a database with mapping of departments and functional roles in the organization, as well as mapping of people to functional roles.

→ in addition, a system for assigning documents and procedures to functional roles in the organization.

→ the display of training requirements and training status for individuals in a dashboard.

→ the ability to update training status based on leader assessment or online tests.

→ Online tests for employees based on multiple-choice question lists, for example.

→ Reporting of training status for employees in departments based on functional roles (training matrix).

→ Dashboard functionality for training status.

Platform based

→ Only one web browser is needed, such as Chrome, Firefox or Safari

→ Platform with additional applications

→ Worldwide usage possibility

→ Language support

→ Full text search

→ GDPR compliant

→ High availability

→ High data security

Do you have specific questions about how to optimize your document management? Then click on the following button.

Contact us! →