



AUDIT MANAGEMENT WITH MICROSOFT SHAREPOINT

Shareflex Quality Audit provides you with the ideal solution for internal and cross-location audit processes.

Flexible, user-friendly and efficient.



SHAREFLEX[®] QUALITY AUDIT offers you a complete solution for audit management in Microsoft SharePoint.

Being a standard application that can be used immediately with easily configurable add-on components, the product is perfectly tailored to your requirements.

Your documents, data and processes are managed securely and efficiently throughout the entire life-cycle and the user-friendly interfaces further simplify your daily work with the system.



BEING A HIGHLY SCALABLE INFRASTRUCTURE, SharePoint offers the optimal basis for secure access — even from distributed locations, the home office or mobile devices.

Shareflex Quality Audit provides you with the optimal product for all requirements. The solution integrates itself directly into your official documents, adding the necessary audit management logic and ensuring bidirectional exchange between the customized templates and questionnaires and the SharePoint-based audit management solution.

THE SOFTWARE supports your company in the entire range of audits to be performed and supports all relevant audit categories and types.

A customizable work-flow management is included as well as the simple administration of role-based user permissions, the personal task management or the electronic notification confirmation.



KEY FACTS AT A GLANCE

AUDIT PLANNING

- ✓ Assignment of audits to a program
- ✓ Approval workflow for the audit program
- ✓ Defining an annual audit program

AUDIT EXECUTION

- ✓ Integration into existing audit questionnaires (Excel)
- ✓ Integration in VDA Audit Questionnaire
- ✓ Automated creation of findings from audit questionnaires
- ✓ Integration of special requirements of the automotive industry already in place

MANAGEMENT OF MEASURES

- ✓ Derivation of measures from the findings
- ✓ Notifications about measures
- ✓ Automatic filling of the action plan depending on the questionnaire (function in Excel)
- ✓ SharePoint audit questionnaire interface for automatic transfer to planned audit
- ✓ Excel function for automatic export of the action plan for external dispatch

PERMISSIONS

- ✓ Individual permissions can be configured using rules and guidelines
- ✓ Subsequent updates using batch jobs
- ✓ Simple display of permissions via functional button

AUDITOR MANAGEMENT

- ✓ Automatic classification of lead auditors
- ✓ Approval for individual audit types
- ✓ Storage of certificates and documentation

MANAGEMENT OF FINDINGS

- ✓ Automatic recording of findings depending on the deviation in the questionnaire (Excel)
- ✓ Use Excel function to transfer questions from the questionnaire to the planned audit in SharePoint

NOTIFICATIONS

- ✓ Daily cumulated email notifications about tasks, actions, etc.
- ✓ Reminders based on key dates (planning and implementation of measures)
- ✓ Email templates can be customized and extended
- ✓ Freely definable intervals for email dispatch

REPORTING

- ✓ Lists, groupings and sums
- ✓ Graphical views and diagrams
- ✓ Excel export
- ✓ Excel integration into existing evaluations
- ✓ Excel Pivot Tables and Charts



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