roXtra

Get continuously better with **roXtra**

With our modular Quality Management software, you can easily overcome the hurdles of digitalisation.

roXtra

immer besser werden

roxtra.com

Our modular QM software is like a digital quality manager that supports you in getting better continously: roXtra combines quality management, dynamic process management and holistic management of risks, audits and actions in a single system that helps you to implement business processes more effectively, more securely and more economically. **Intuitive and easy to use, our software makes Quality Management enjoyable and understandable for managers and employees alike, helping organisations to achieve their goals.**

Marc Schukey
Managing Director Roxtra GmbH

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Our **mission**, our **drive**

We continuously develop our modular roXtra software in close cooperation with our customers. Beyond the regulatory requirements of standard-compliant and audit-proof documentation, we understand quality management as a process for continuous improvement. Our aim is to make this as simple, transparent and structured as possible.

Our solutions are comprehensive: from documentation and analysis of company processes to knowledge management and process modelling enabling your managers and employees alike to fully concentrate on their core tasks.

Our promise

Quality management is a continuous task. That is why we have the goal of a long-term partnership with our customers. Therefore, it is of the upmost importance for us that we know our customers, and our customers know us as well.

Your roXtra consultant remains your main contact even after the implementation of the system. They take care of the optimisations customised to your specific company processes. With our more than 20 years of experience, we support you in the customisation process. Thanks to agile software development, we can respond quickly to your requirements. In this way, we ensure that the originally defined plan can always evolve and what you really need as a customer is implemented.

Our „one consultant principle" and our agile software development according to the Scrum model ensures the highest degree of customer orientation, which is shown by the high percentage of satisfied customers and the many positive customer testimonials.

Continuous dialogue with you - our service philosophy

We support you with the simple introduction or changeover to your digital quality management - including installation, customisation, data transfer, training, workshops and support.

With a wide selection of video tutorials, our YouTube channel offers you a comprehensive insight into the various uses and functions of our software. You can also quickly find help here if you have any questions. Sign up for our newsletter or follow us on social networks. There you will find all the news about roXtra and the topics of quality and process management. We look forward to your comments and experiences!

Scanning the QR code will take you to our newsletter subscription, YouTube videos and social media platforms.

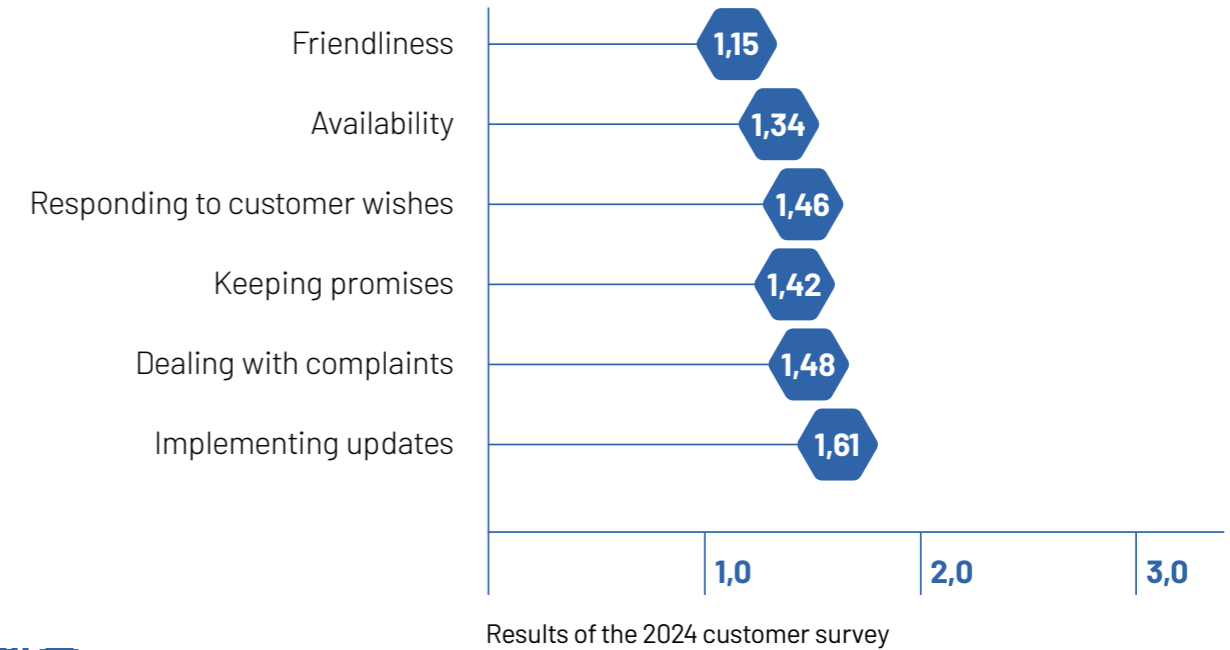**We look forward to meeting you!**

High customer satisfaction

For us, quality is measured by the satisfaction of our customers. For that reason customer feedback and suggestions for improvement play a significant role in the further development of our QM software roXtra and our services.

Each year we conduct a comprehensive customer survey with over 1500 addressed customers. The overall satisfaction (based on a school grade scale of 1 to 6, with 1 being the best possible score) of 1.52 is both confirmation and motivation for us.

The results are also impressive in terms of service and support.

How do you rate our service & support regarding ...

Category	Rating
Friendliness	1,15
Availability	1,34
Responding to customer wishes	1,46
Keeping promises	1,42
Dealing with complaints	1,48
Implementing updates	1,61

Results of the 2024 customer survey

Scanning the QR code will take you to the corresponding blog article.

# How **roXtra** helps you to **continuously get better**

Advantages of the modular QM software roXtra

As a real web solution, the holistic and modular roXtra software takes into account all elements for optimising quality management in your company.

roXtra covers all standards and regulations and offers you the possibility to link the contents of individual modules directly with each other. Thanks to the cross-module task overview, you will never lose track of the tasks that need to be done. With the help of the flexible user and system administration, roles and responsibilities can be individually adapted to your company structure.

Whether at a stationary or mobile workstation - everyone involved can collaborate via browser and can access the centrally-stored information.

The user interface is clearly laid out and the handling is simple and intuitive, helping users to find their way around easily right from the start. Numerous filter functions and the saving of favourites and views facilitate the search processes within the software.
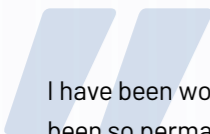
> I have been working with different companies for years and have never been so permanently and sustainably well supported as by Roxtra GmbH.
>
> *Simone Bröker*
> *Referent for IT Change Management,*
> *Universitätsklinikum Essen*

Simplicity

- Secure, web-based and location-independent access
- Simple, intuitive handling
- Extensive filter and search functions
- AI integration for automatically generated texts, translations, etc.

Modular structure

- Gap-free documentation between the individual roXtra modules
- Switch between modules in seconds thanks to common user interface
- Cross-module user and rights management of group
- Scalable from 50- 50,000 users

Use interface

- Individual corporate design (logo and colour scheme) can be realised
- Secure, web-based and location-independent access
- Quick access to user manuals and video tutorial
- Accessibility

Total system **roXtra**

User and system management

- Simple, flexible rights allocation and user management
- Connection of user management to Active Directory, Entra ID or Okta
- Centralised data storage thanks to web-based access to roXtra
- Clear allocation of roles and responsibilities

Service & support

- Future-proof investment thanks to the latest technologies and regular updates
- Fast, friendly customer support
- A central point of contact

Transparency

- Cross-module task overview (all to-dos at a glance)
- Permanent status overview
- Tabular and graphical evaluations including data export

Continuous AI integration in all modules

Innovation and progress are of central importance to us in the development of the QM software roXtra. Therefore, Roxtra GmbH dealt with the topic of artificial intelligence at an early stage:
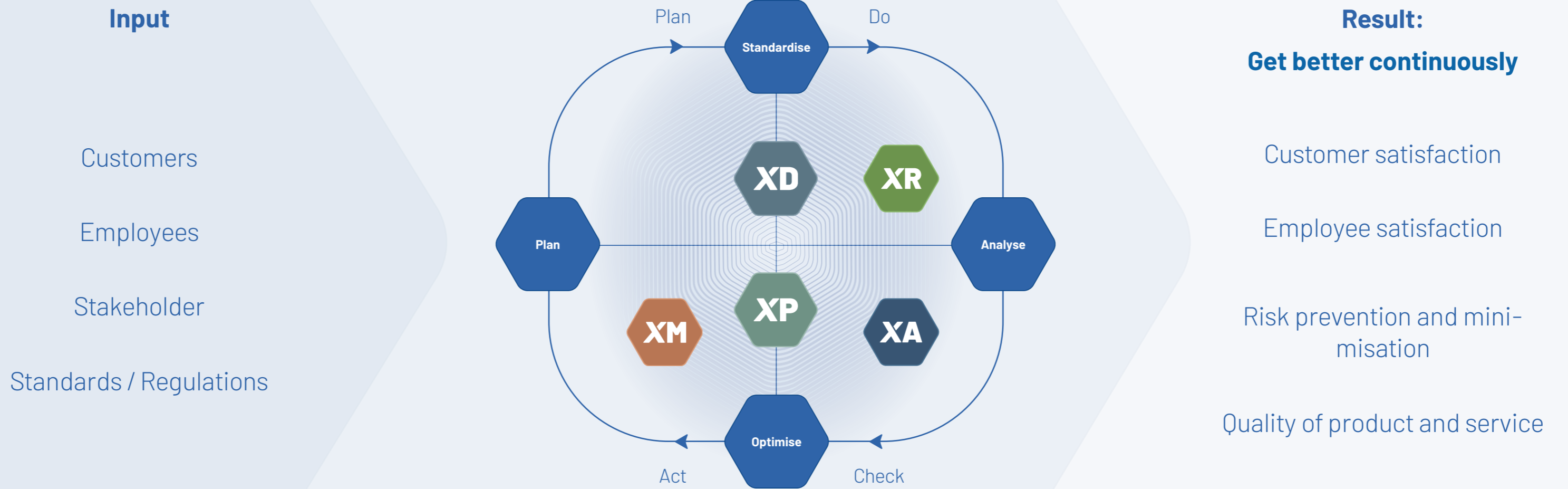By integrating artificial intelligence (AI), it is possible to automatically generate texts such as email templates, checklists, instructions and other content. This eliminates the need for time-consuming manual creation of content, which leads to an improvement in documentation in quality management , and simplifies the daily work of employees.

The **roXtra modules** and their **functions** in the improvement process

This infographic shows functions of the individual modules in the cycle of compre-hensive quality management.
On the one hand, the modules help to uncover potentials and, on the other hand, sup-port the documentation, structuring and improvement of all processes.

Quality management is no longer exclusively about the quality of products and ser-vices, but also about the continuous improvement of the system and process quality of the company.
This is where roXtra comes in - all the way through to a digital transformation that is central to your company's DNA.

Input

Customers

Employees

Stakeholder

Standards / Regulations

Plan   Do

Standardise

XD   XR

Plan   Analyse

XP

XM   XA

Optimise

Act   Check

Result:
Get better continuously

Customer satisfaction

Employee satisfaction

Risk prevention and mini-misation

Quality of product and service

1. Recording requirements

With roXtra you record all input from complaints, priase and greivances (for example) as well as feedback. This gives you the opportunity to digitally record, comprehensively analyse and evaluate deviations based on reactions and feedback from the needs of your customers, stakeholders and employees. Appropriate actions can then be derived from this, because only those who analyse a deficiency in detail can also eliminate its cause..

2. Plan und standardise

roXtra Documents (XD) is the heart of the QM software: It supports you with clear, digital QM documentation. The standards-compliant management as well as automatic revision and archiving of your documents puts an end to bureaucratic paper chaos by allowing you to manage all documents, contracts and all knowledge transparently in one place.

3. Analyse

With the roXtra Processes (XP) module, every process can be planned, triggered and checked on the basis of the document workflow from roXtra Documents (XD) and the recording of deviations from standards and requirements. With roXtra Risks (XR) you get transparency about the entire risk situation of the company. XR also offers clear reporting to derive necessary preventive actions.
roXtra Audits (XA) is the ideal tool for facilitating your audit management - from audit planning and implementation to follow-up and reporting.

4. Optimise

You can further utilise the risks, oportunites and defi-ciencies recorded by other modules with roXtra Actions (XM). This module enables the convenient creation, con-trol, and transparent tracking of overarching actions for improvement.
roXtra Processes (XP) is our solution for living digital transformation. It offers you the possibility to map and process forms electronically. You can also model your individual workflows and processes, execute them directly and automate them.

Declaring war on paper chaos

All important documents centrally in one place

Employees can spend up to 20 percent of their working time searching for information. The „paperless office" is only rarely a reality.

Apart from unnecessary costs, the lack of information is one of the most common causes of dissatisfaction in the workplace.

With the roXtra Documents module, you can say goodbye to paper chaos and move towards centralised, standards-compliant documentation and digital knowledge transfer for your entire company. The system offers a wide range of options to make your document management intuitive and effective.

roXtra Documents

The digital solution for standardised and audit-proof document workflow

Digital document workflow for your standards-compliant QM

Control and manage your quality management documents with individual workflows for all standards and regulations.
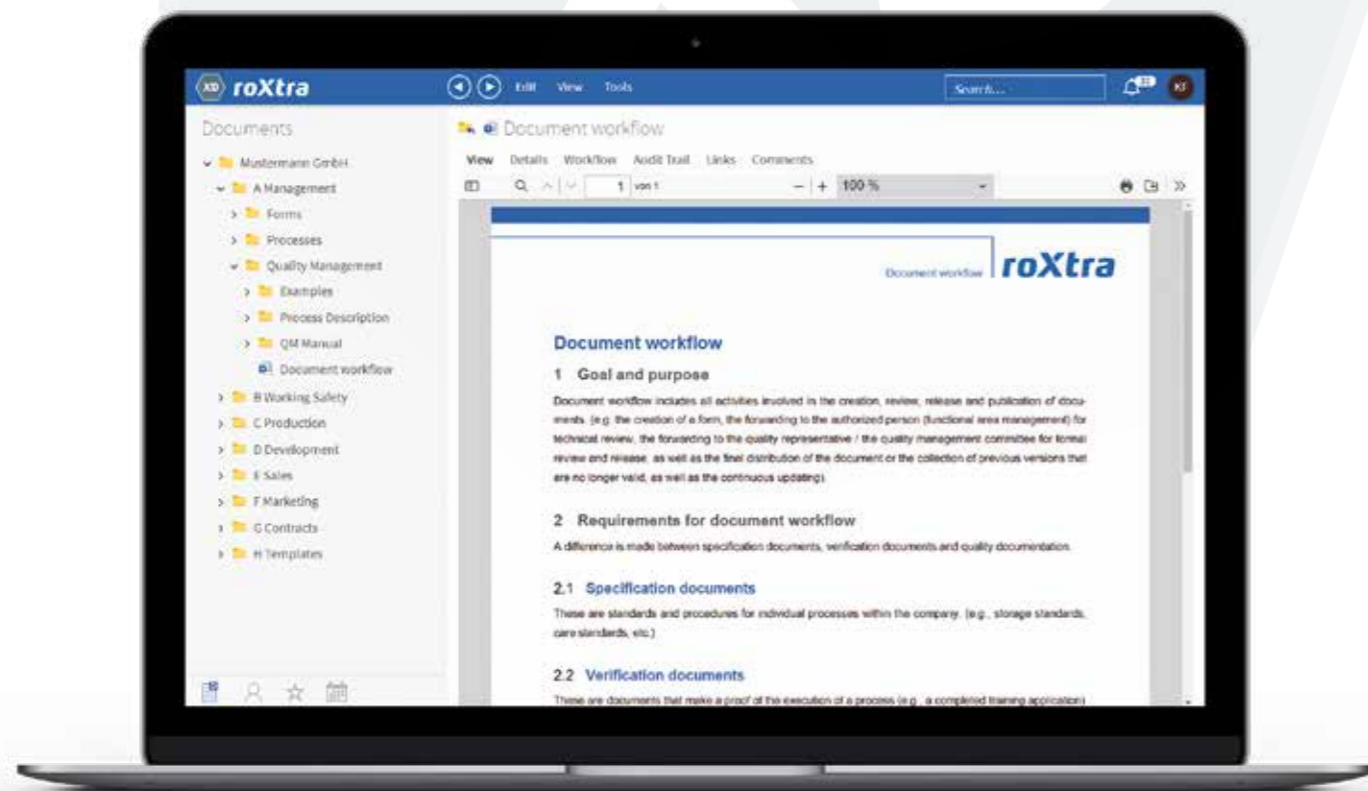
Your advantages at a glance

Quality

- Documentation that is always up-to-date
- Audit-proof archiving
- Reduction of errors through the „4-eyes principle"
- Clear traceability

Expenses

- Time savings due to automated workflow processes
- Problem-free transfer of existing documentation
- Future-proof investment due to latest technologies and regular updates

Motivation

- Simple UI with a modern design
- Editing of documents in familiar MS Office applications
- Direct influence of improvements through suggestions
- Improved interdeparmental communication

Continuous improvement

- Faster response times
- Location-independent access via browser
- Clear and transparent release and management processes

"Our users are very satisfied with the document management with roXtra. The sample documentation was very helpful for us as „validation beginners", especially for the first software validation. Based on our experience, we would recommend this documentation to other companies.

Catherina Melle
Project Manager of Quality and Risk Management Unit,
Universitätsklinikum Ulm

Standards-compliant control through individual workflows

With an automated release and control process, you determine how a document is routed through your company and who is assigned which tasks within the workflow (e.g. for editing, review or release). You can achieve this by assigning an individual workflow to each document type. The tasks arising from the workflow are automatically generated by roXtra Documents and distributed to the responsible persons. In this way, the release and review process is transparent at all times. Resubmissions also ensure regular review and updating of documents. For document processing, you retain your familiar working environment (e.g. MS Office).
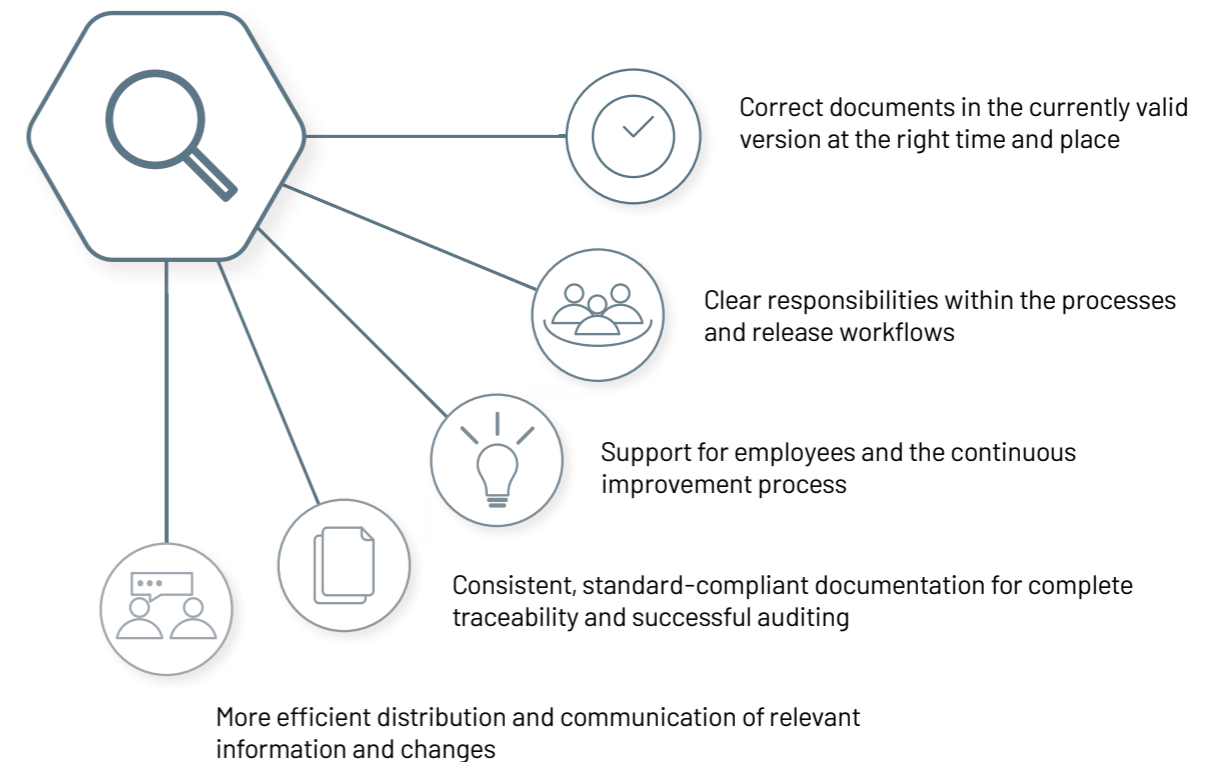
Central knowledge management

roXtra Documents is web-based. This means that you and your employees have access to the valid version of your digital documents, such as your QM manual at any time, regardless of location. A variety of interfaces facilitate the fast and uncomplicated transfer of data. In addition, format templates ensure the uniformity of your documents and thus accelerate the absorption of information.

Compliant archiving and auditing

roXtra Documents ensures employees can only ever work with the latest version of a document. Revisions are processed in the background and are only available in the operational environment after release. With the automatic assignment of revision numbers, roXtra Documents offers a easily traceable QM documentation - an invaluable advantage for certification or audits (XA).

Find information or documents quickly

A lot of time can be saved in daily work if documents can be found quickly and easily. This is ensured by an integrated full-text search that encompasses both the content of the documents and their stored metadata. With the advanced searches, result lists can be even more precise. The tree-based structure helps users to easily navigate through their search results.

Document workflow

01 Editing

02 Review

03 Release

04 Distribution

05 Training

06 Usage

Validity date expires

Archiving the version that was valid up to now

Lifecycle Document workflow

Correct documents in the currently valid version at the right time and place

Clear responsibilities within the processes and release workflows

Support for employees and the continuous improvement process

Consistent, standard-compliant documentation for complete traceability and successful auditing

More efficient distribution and communication of relevant information and changes

Simple, cross-system user management

The QM software enables simple, efficient and detailed assignment of rights at both the group and individual level. This is particularly advantageous in fast-growing companies and IT landscapes. With the help of a rights matrix, you can easily keep track of the assignment of rights. For systems with a large number of users, the connection to various identity providers (Active Directory, Entra ID or Okta) is an additional advantage.

Process-oriented document workflow

A core task of quality management is to maintain an overview of responsibilities, tasks and decisions, as well as the relationships between various company processes. roXtra supports you by harmonising document workflows and your business processes. You can directly assign related forms and documents to individual process steps and even link external content. This simultaneously creates transparency and a basis for high process quality.
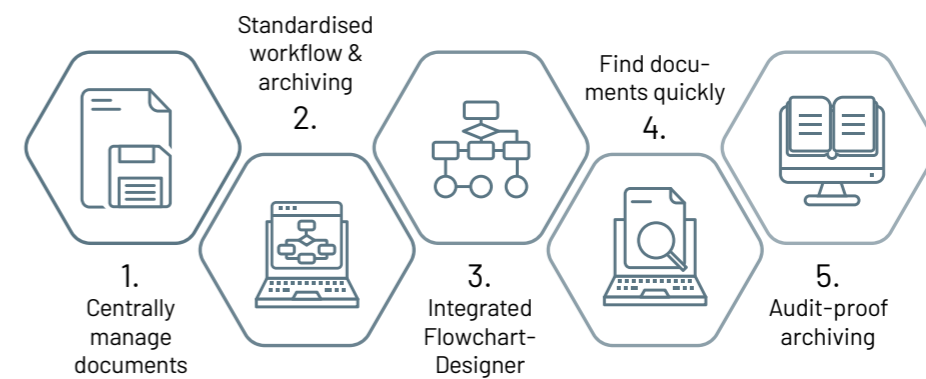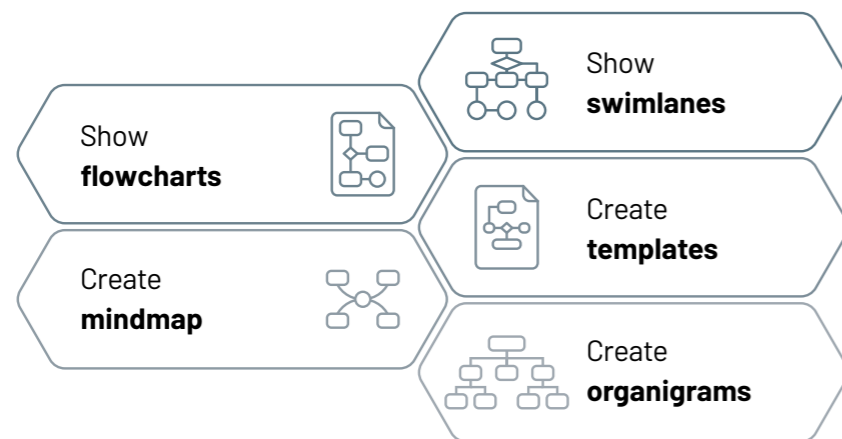
Visualisation with the Flow-chart-Designer

The roXtra Documents module also supports you in visualising your business processes: With the integrated Flowchart-Designer you can easily model your company organisation as well as workflows and individual business processes. For this purpose, a variety of styles, shapes, symbols and colours are available.

To aid you in easily visualising your workflows, the Flowchart-Designer offers you a wide range of tools and templates - including flowcharts, process flows, organisational charts, swimlanes, turtle diagrams and much more.
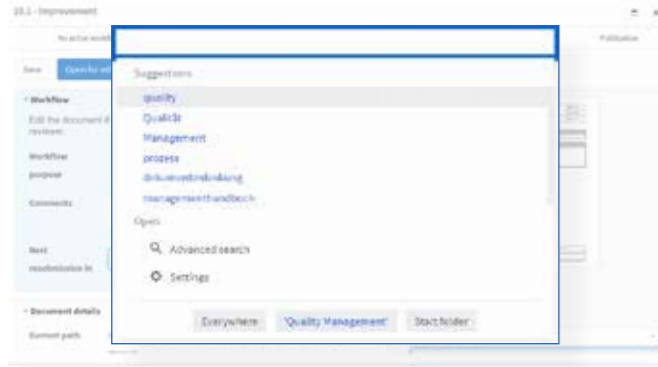
The Designer is so easy to use that you can start right away without any training.

Document view

Show **flowcharts**

Create **mindmap**

Show **swimlanes**

Create **templates**

Create **organigrams**

1. Centrally manage documents

Standardised workflow & archiving 2.

3. Integrated Flowchart-Designer

Find documents quickly 4.

5. Audit-proof archiving

XD
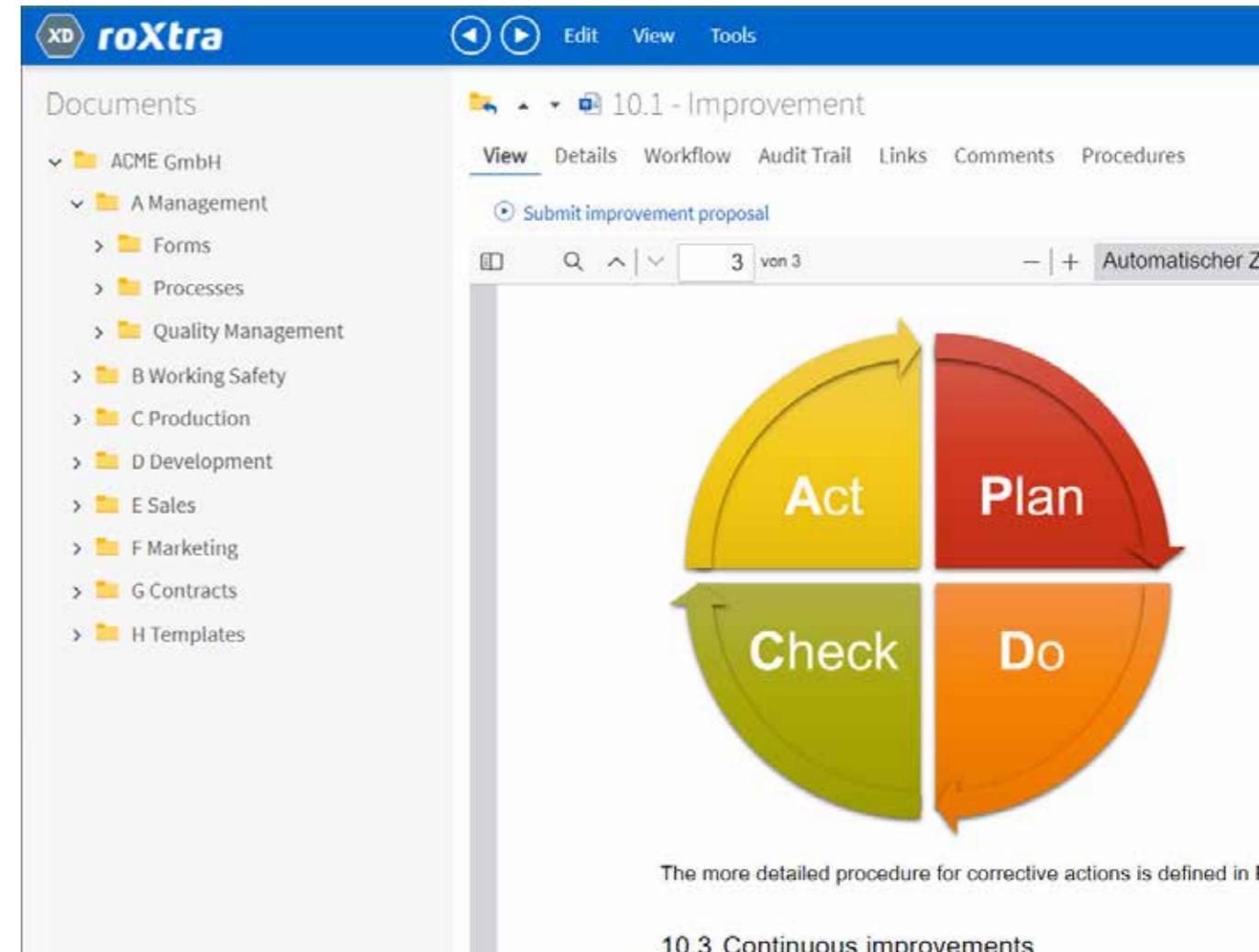
roXtra creates order
Search and quick access

Intelligent search function with clear structure as well as field and full text search.

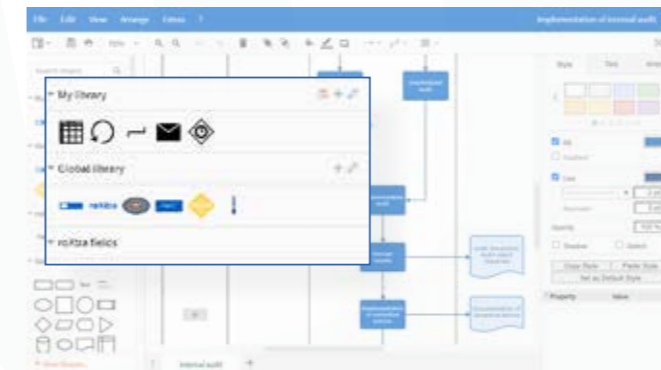## roXtra strengthens teamwork
Workflow control

Customised workflows control the flow of documentation through the company.

roXtra fulfils GxP regulations
Software validation

We supply you with roXtra as a GxP-compliant standard version. This minimises the qualification and validation effort for your company.
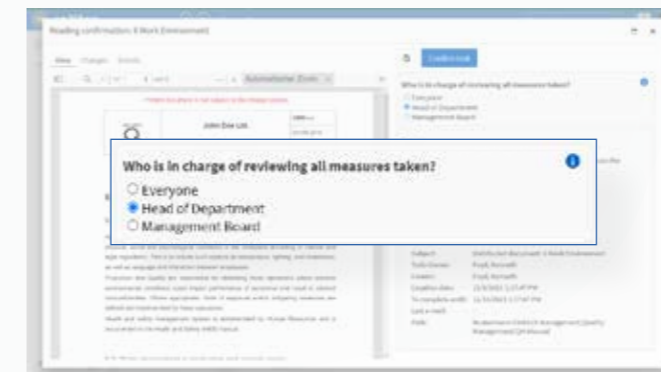

roXtra creates quality
Process orientation

QM that adapts to your company-spectifc needs and processes.

roXtra creates an overview
Revision comparison

Track and compare revisions using the direct comparison of versions.

roXtra creates understanding
Extended read confirmation

Ensure that documents have not only been read, but also understood.

XD

Extend roXtra Documents with

+

IDP connector

This extension minimises the effort required for user administration by allowing roXtra to communicate directly with Active Directory, Entra ID or Okta.

API interface

The interfaces of roXtra enable the integration of external documents and databases. This allows automatic syncronisation of data with other systems.

Offline Export

The Offline Export allows to export documents including the roXtra user interface to an „offline format" - for example to a hard disk, CD or DVD.

Contracts

Organise and manage your contracts in a secure digital format- from contract recording to deadline monitoring, through to audit-proof archiving. In this way you have all deadlines and costs at a glance.

Import scanner

Scan your documents directly into roXtra, allowing for quick archiving of paper records.

Mobile connector

Get mobile access to your roXtra system with the roXtra app. You can conveniently access your documentation and make the most of your time on the road.

How to make
roXtra Documents
even better…

With optimal extensions

For interfaces, user administration, storage, mobile working, the visualisation of processes and contract overview.

Have a grip on your risks

Using potential risks as opportunities

The aim of risk management is to identify, analyse and evaluate risks and to successfully minimise them through targeted actions.

This contributes significantly to the success of your business. At the same time, it shows you possibilities and opportunities to avoid recurring future risks, and thereby continuously improve your company.

roXtra Risks supports you in identifying and recording your risks and opportunities, then manging them through analysis and evaluation.

It also helps to comply with legal requirements. All incidents are documented automatically and compliantly. This provides transparency about the entire risk situation and creates the basis for the development of your successful company-wide risk management.

roXtra Risks

Identify risks precisely, analyse and minimise them effectively.

The early warning system for your risk management

Identify risks at an early stage. Monitor and control them continuously in accordance with standards. Establish actions for effective risk minimisation.
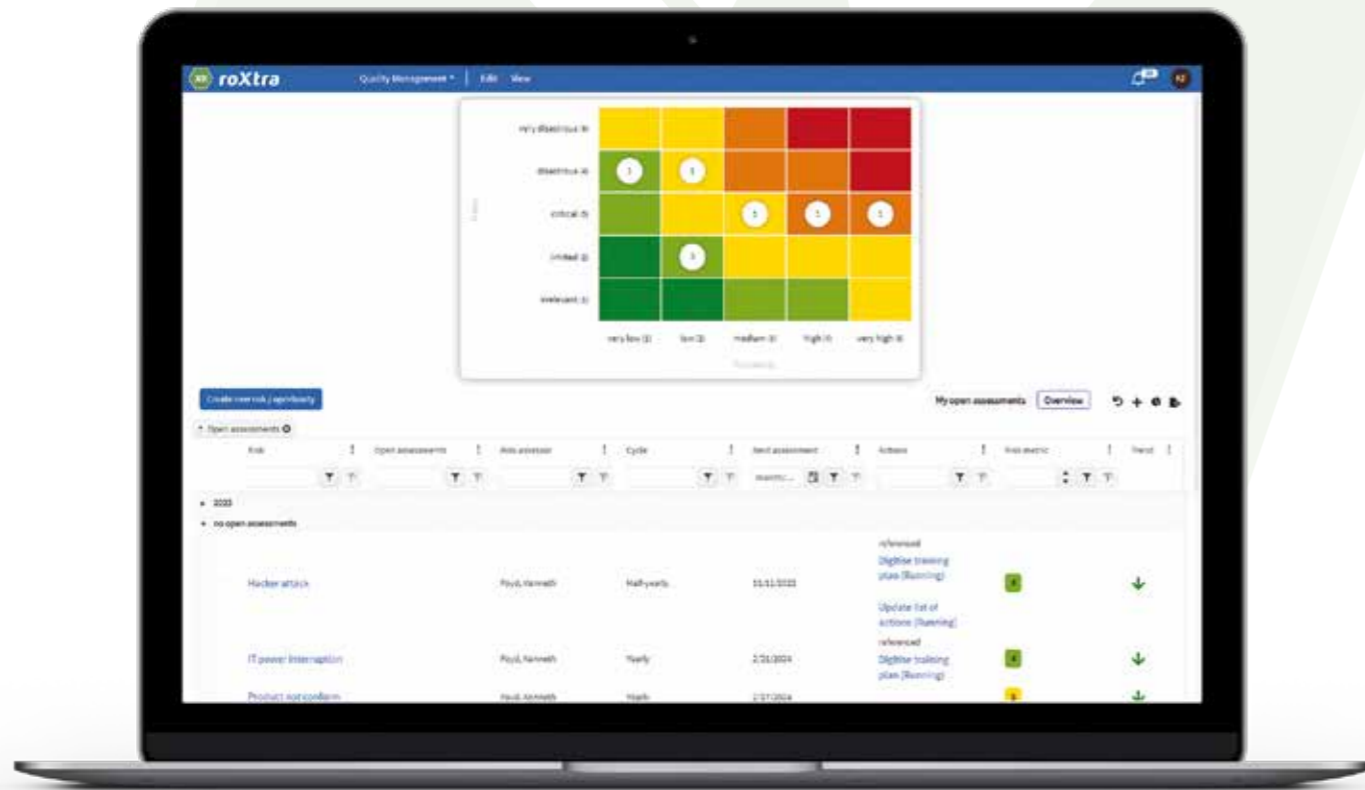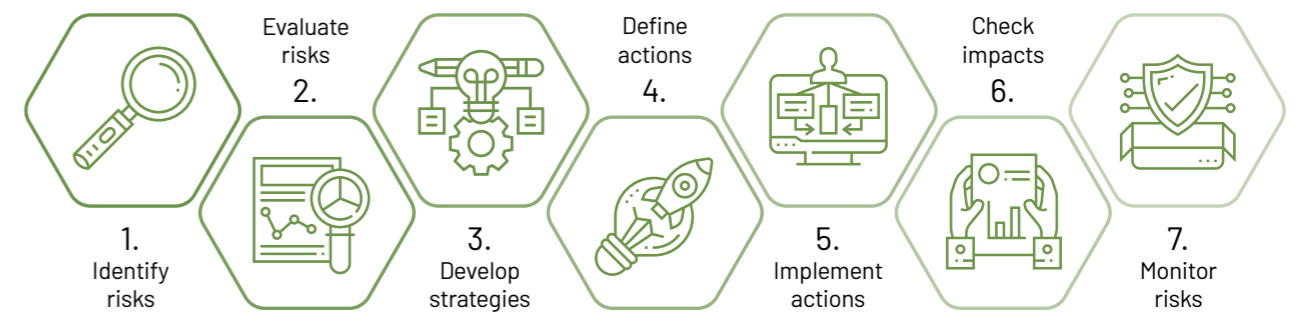

Counteract risks efficiently

Process and project risks	IT risks	Compliance risks
Privacy risks	Technical risks	Medical risks
Environmental risks	Product risks	Safety risks

Managing risks successfully in just a few steps with roXtra.

1. Identify risks
2. Evaluate risks
3. Develop strategies
4. Define actions
5. Implement actions
6. Check impacts
7. Monitor risks

Risk identification and aggregation

Record your risks with the help of a form that is defined according to your specifications. You can define individual risk categories, assign corresponding factors to them and define the regular valuation cycles. Responsibilities (e.g. for risk assessment) are clearly and comprehensibly assigned.

Thanks to AI integration, risk descriptions, among other things, can be generated automatically.
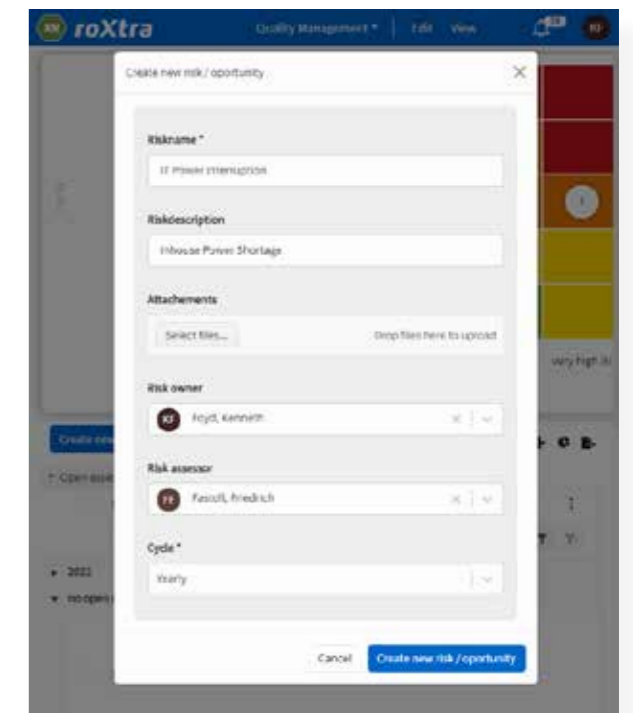
Form for recording your risks

Holistic and digital risk monitoring

roXtra shows all risks in a clear dashboard - so you always have everything in view. The risk matrix as a graphical overview as well as a tabular view with various filter options create transparency about the entire risk situation. This provides your company with an ideal basis for effective and efficient preventive action.

Various evaluation options

Different regulatory requirements demand corresponding options for risk assessment. Define the individual dimensions of your assessments based on the probability of occurrence, the potential extent of damage and the detectability of risks.

Based on this, roXtra automatically analyses and calculates the risk priority number (RPN), which allows you to identify and deal with critical issues immediately.

Individual valuation cycles

You decide the period of time after which your risks should be re-assessed. roXtra reminds you of the timeframe of the reassessment and illustrates the trend of the respective risk priority number (RPN).

You can adjust your ratings to changing conditions at any time. For example, carry out additional risk assessments if influencing factors change on short notice. In this way, you always keep track of your existing risks throughout their entire life cycle.

Derive actions and minimise risks

Thanks to the modular structure of the roXtra software you can create actions in roXtra Actions (XM) directly from your risk management. On the other hand, you can also link pre-existing actions with a corresponding risk.

With the help of clever module links, you can systematically track which trigger leads to the implementation of preventive, corrective or immediate actions and fully map your path to continuous improvement.
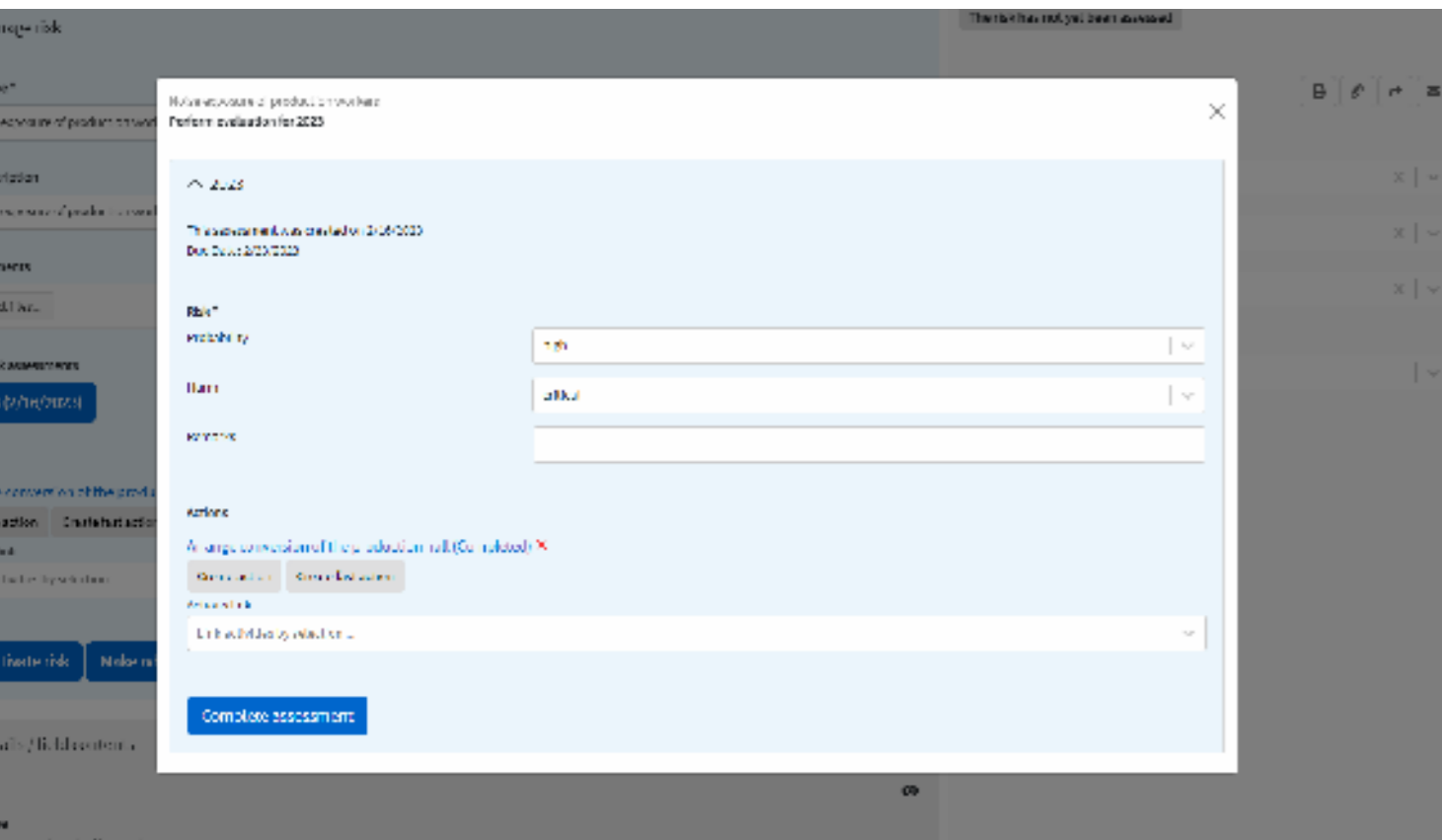
Carry out risk assessment
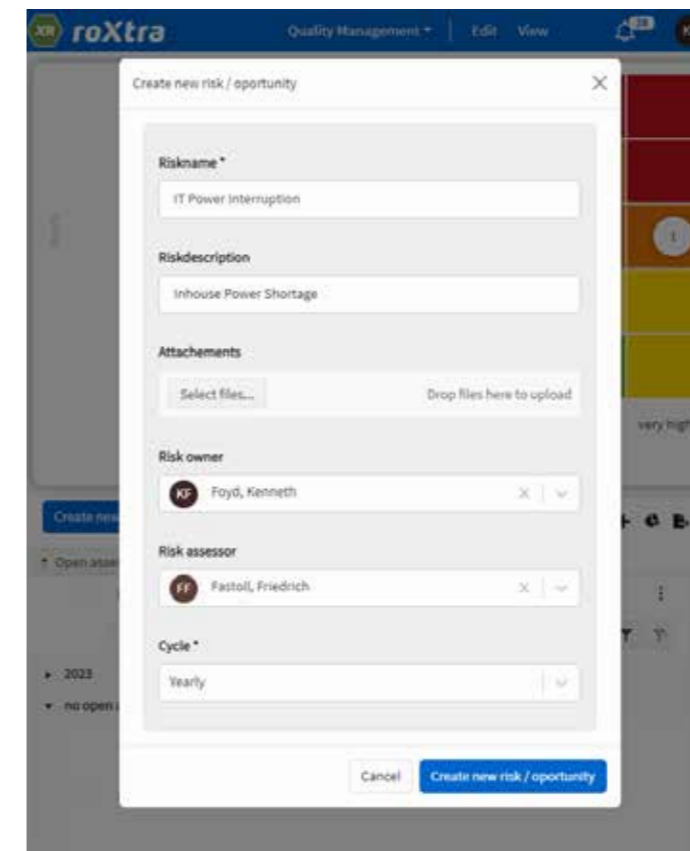
Creating risks and opportunites

View of multidimensional risk matrix

Generating meaningful risk reports

The creation of structured risk reports is completely automated within roXtra Risks. For this purpose, you can save report templates with your own corporate design and the required meta information. roXtra creates and exports the reports in Excel, Word or PDF format allowing the overview to be presented quickly and easily (e.g. to your auditor or management).

Compliance with standard requirements

An extended audit trail is available for each risk. This shows the most important changes and actions that have been carried out. At the same time, the module supports you in complying with legal requirements (e.g. ISO/IEC 31000 and ISO 9001). This succeeds, on the one hand, by clearly defining the scope of application and transparent assignment of roles and responsibilities. On the other hand, through continuous improvement and complete traceability.

Tracking valuation histories and trends

Your advantages at a glance

Risks

- Simple risk identification and aggregation
- Definition of individual risk categories (internal und external risks)
- A wide range of assessment options according to your individually selected risk matrix (simple or multidimensional)
- Qualitative and quantitative risk analysis
- Continuous evaluation cycles
- Fast risk identification with AI support

Everything in view

- Task management for regular risk assessment
- Clear risk dashboard
- Risk reports and statements
- User management with intuitive role concept
- No programming necessary

Actions

- Direct generation of actions during risk management and assessment in roXtra Risks
- Simple linking of existing actions from roXtra Actions (**XM**)

Compliance

- Compliance with storage periods
- Data protection compliant
- Clear allocation of tasks and responsibilities
- Automatic recording of all changes in the audit trail
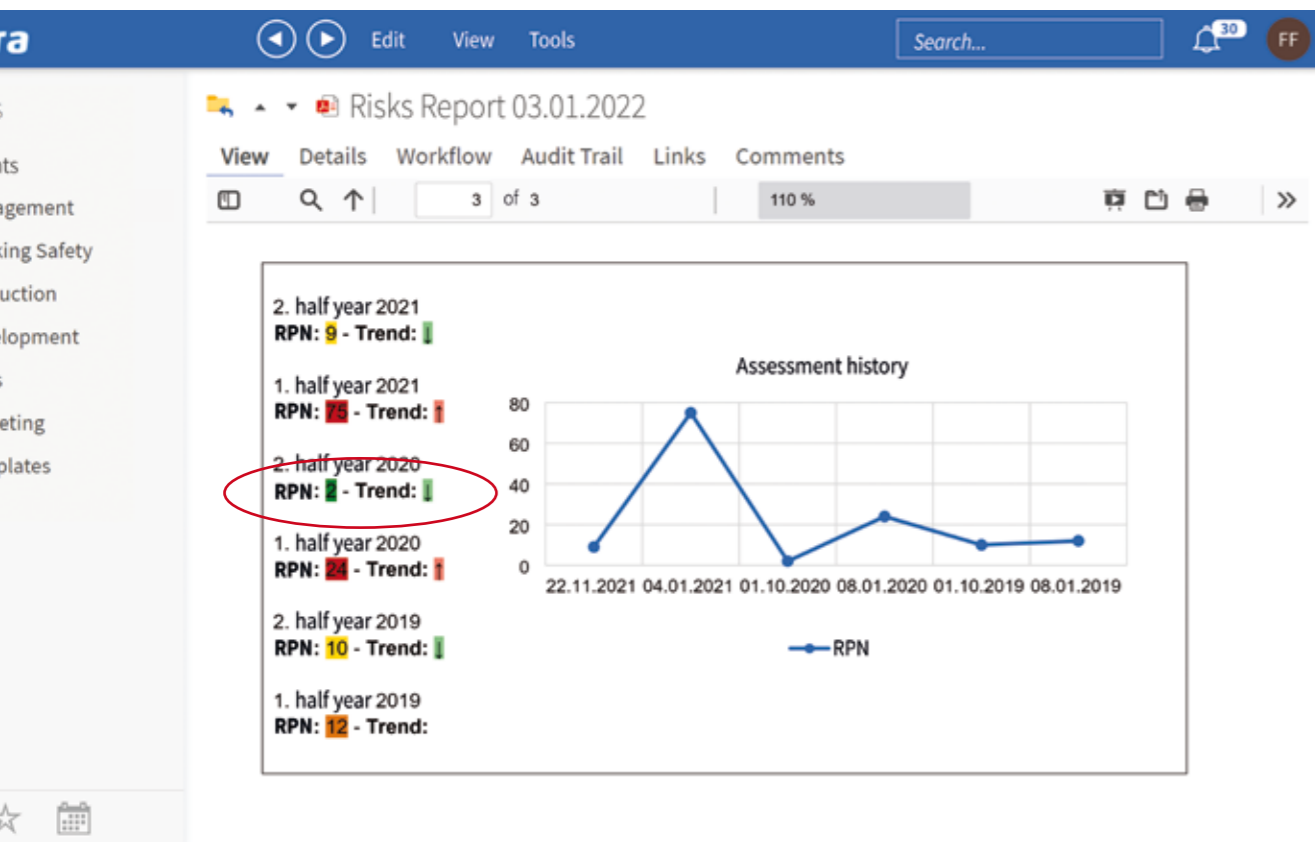
"Timely, process-oriented documentation, analysis and assessment of risks can identify new opportunities for our employees and the company.

Robert Regner
Head of Quality, Railpool GmbH

roXtra Processes

Your solution for executable and automated business processes

For a living digital transformation

Digitize processes and forms in an agile way

Clearly defined processes are the key to your company's success: they create transparency about internal structures, processes and responsibilities. They lay the foundation for the continuous optimisation of quality management.

Digitalisation and the emergence of mobile, location-independent working have become increasingly important in the last few years.

At the same time, decentralised communication and collaboration across different locations still represent a major challenge for many companies.
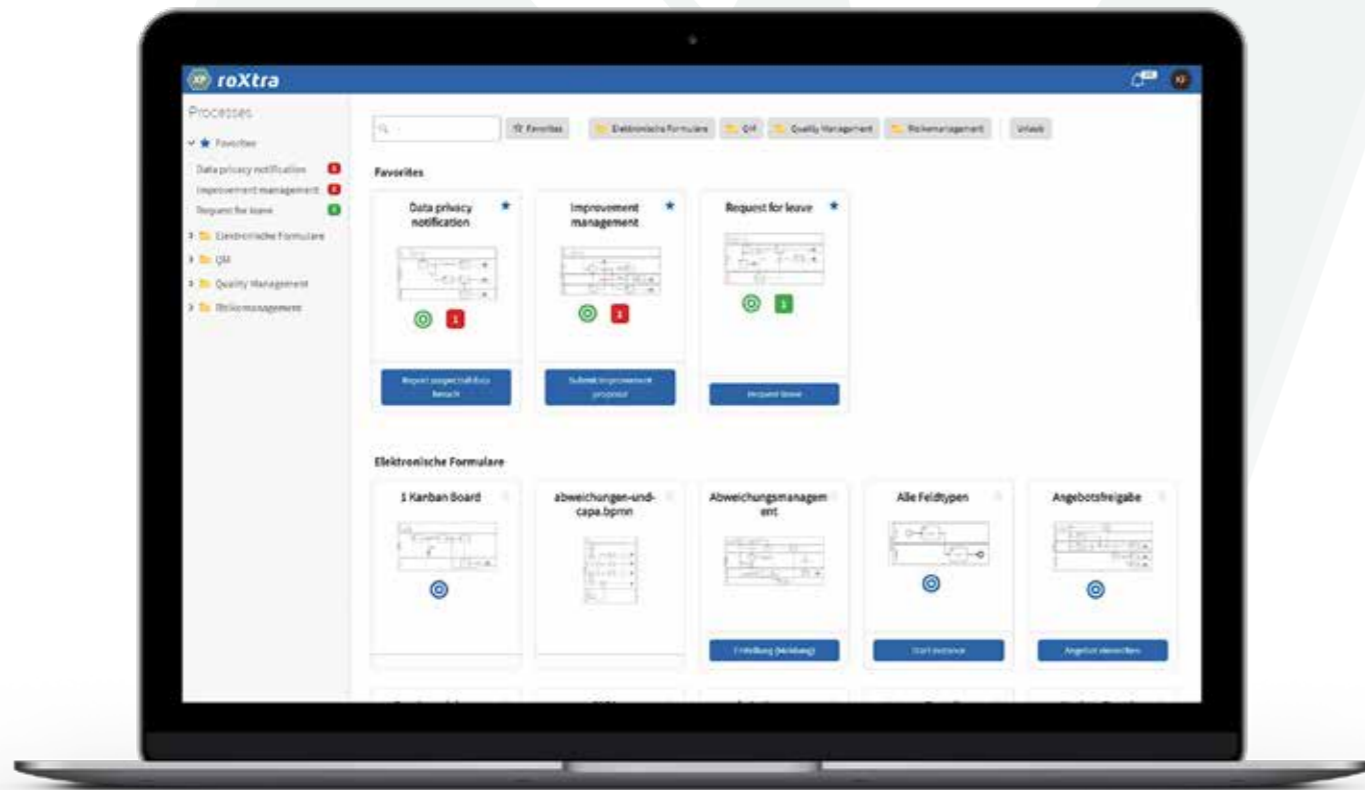
This is where roXtra comes in, supporting in establishing an interactive and livings process management.

roXtra will become the linchpin of your business processes.

Use existing process templates or model your processes according to your own ideas and individual requirements.

A selection of potential processes

|		
Holiday applications	Task management	Kanban board
Invoice verification	Order processing	Data protection report
Purchase orders	Onboarding	Complaint management
CAPA	Travel expense accounting	Change management

Interactive automated forms

Electronic forms are a tool in process management for effective structuring, digitalisation and automation of your processes.

The days of illegible paper forms are over: Fill out forms digitally in roXtra and forward them for processing or approval with just one click and without any media disruption.

This speeds up your information flow and task flow completely independent of each employee's location.

You are completely free in the structure of your forms. Create individual forms, define corresponding roles and responsibilities and automate notifications to stakeholders.

Clear forms help in structuring processes and initiating actions
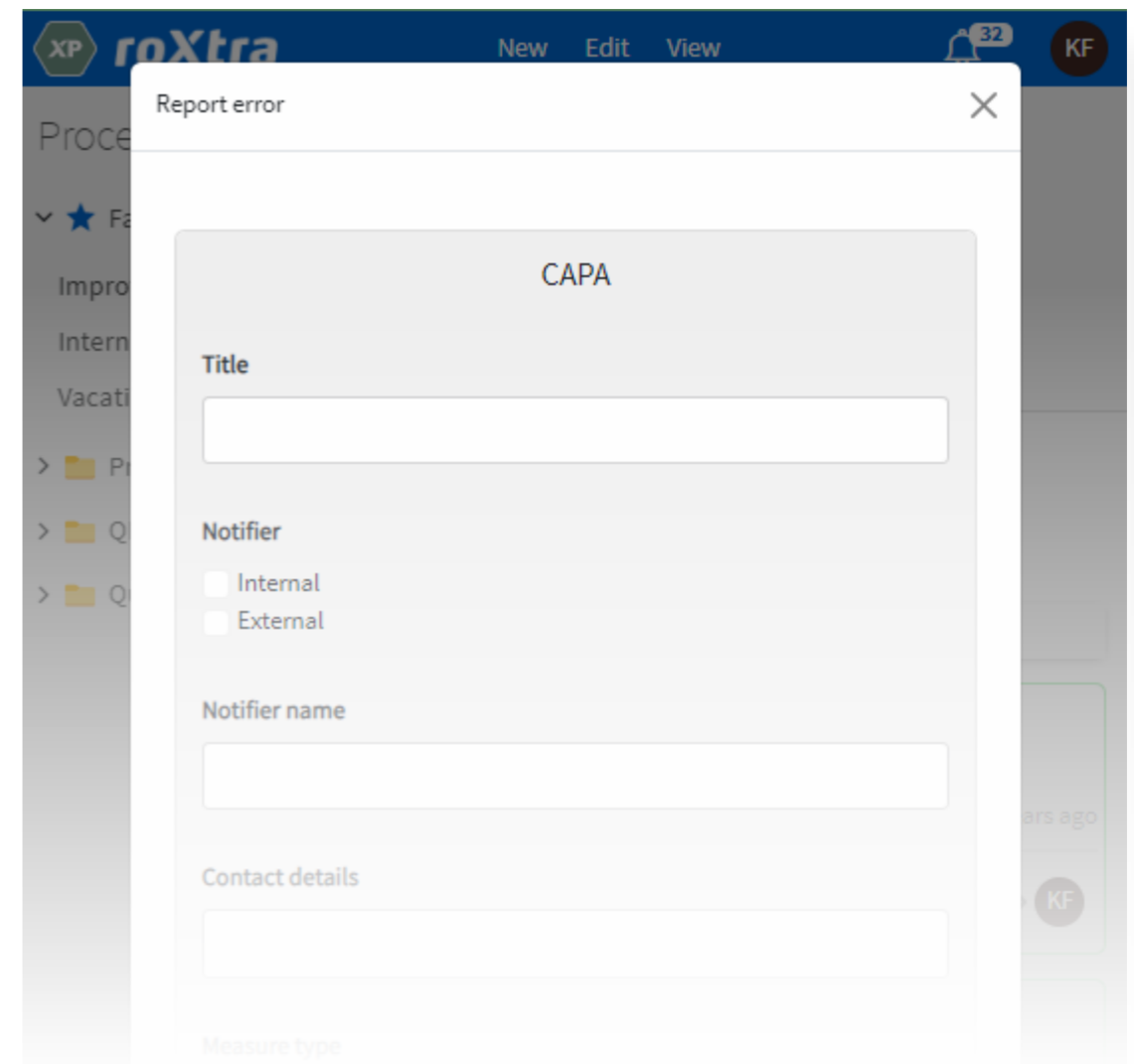
Flexible design and adaptation of your processes

In addition to a large selection of process templates for immediate use, you can also model your own processes. Programming knowledge is not necessary. For example, you can create your processes using a simple express table. Alternatively - based on the uniform language for business process modelling BPMN 2.0 - you can also model your processes graphically.

One click and drag & drop is all it takes to define pools, swimlanes, tasks, events, gateways, activities, sequence flows and much more.

Define responsibilities and roles in the process as well as options for input and response for your employees or anyone else involved in the process.

Thanks to AI integration, process descriptions, email templates, etc. can be generated automatically to simplify daily work.
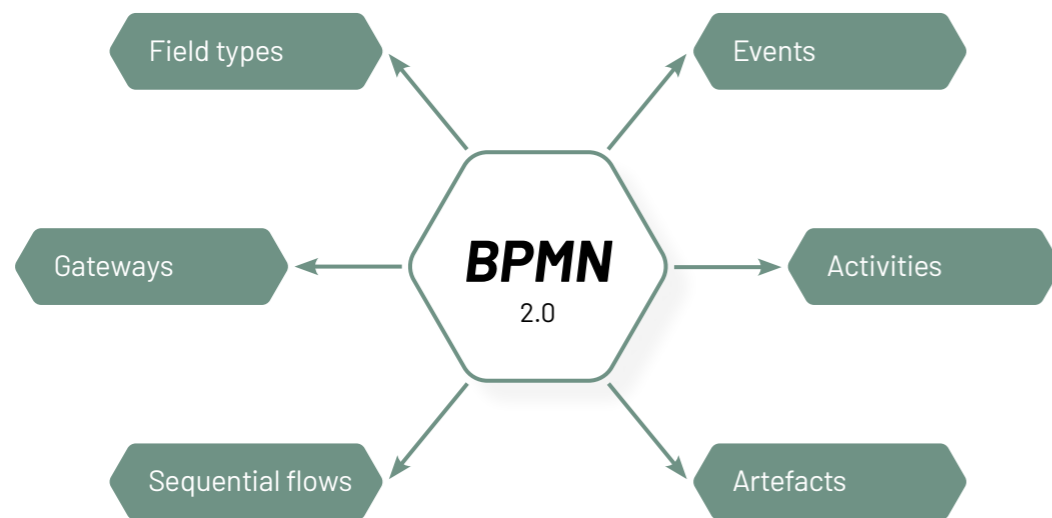
# Keep an overview at all times

With the help of clear dashboards, you always keep an eye on every running process. Due dates, task management and colour-coded markers help to structure the process. All activities and comments are archived in the system in a traceable manner.

You can also identify weaknesses and establish best practices as a standard in your company via evaluations and graphic reports. This creates a uniform understanding of complex processes.

Cross-system working with interfaces

Start your processes from other applications (e.g. roXtra Documents XD) or web forms. Timer events and „decisions" are available for simple and automated control of your processes. In addition, it is possible to store individual business rules. You can easily outsource recurring and complex processes to sub-processes.

In addition, interfaces allow you to connect other IT systems (e.g. CRM, ERP, MS Office services and many more) to your processes. This allows you to access databases or perform complex and individual calculations from an instance in roXtra.
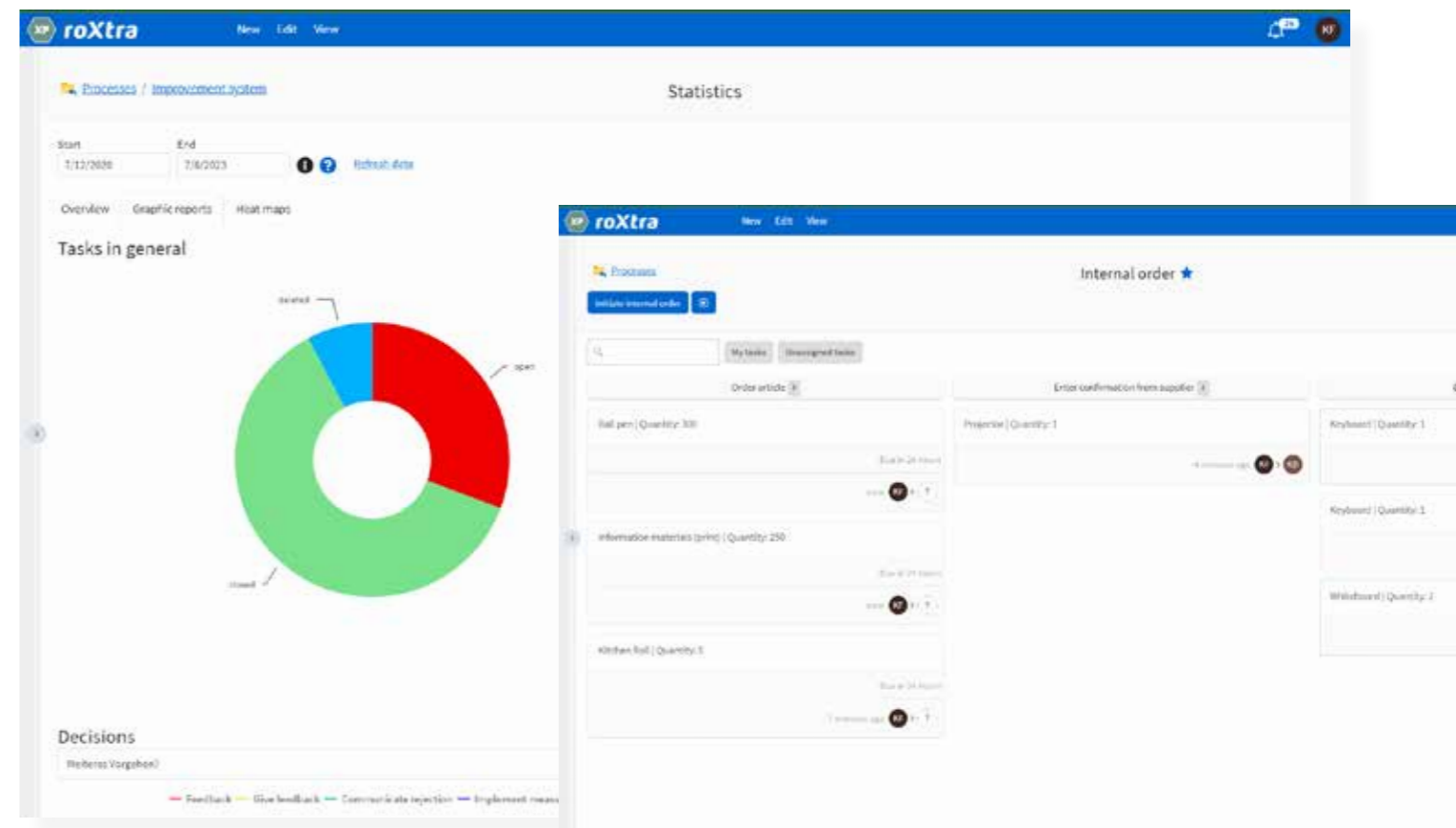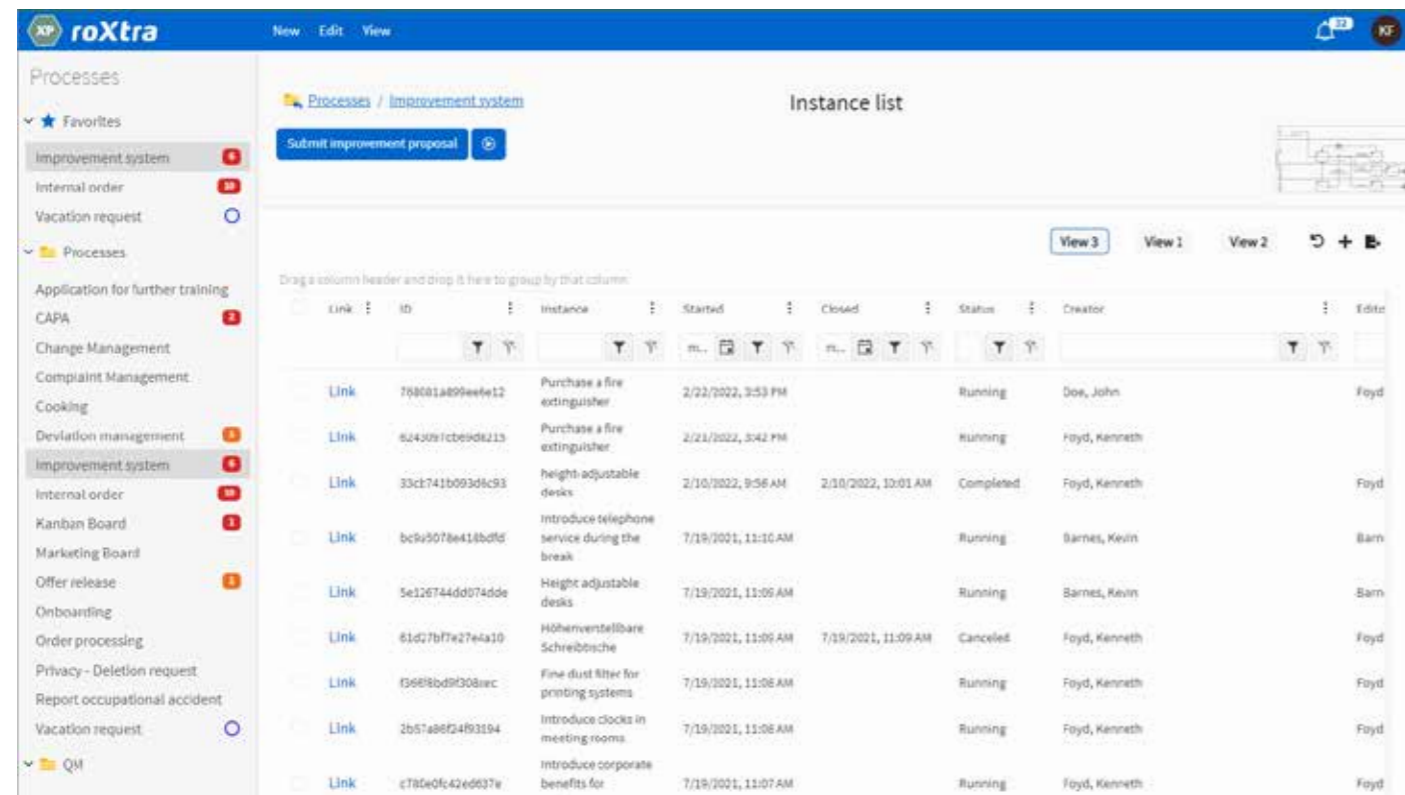
Overview of statistics and view of open instances of a process
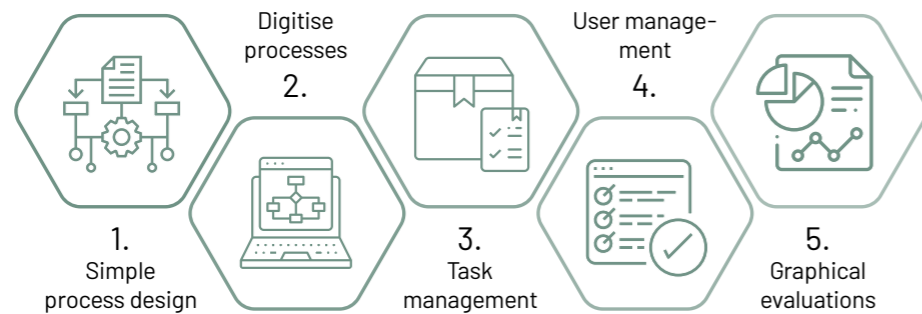
Efficient teamwork and communication

Cross-departmental communication and cooperation enables collaborative and efficient work. Use roXtra Processes as a central hub for your processes. Everything that belongs to an instance can be found here.

Logical rules and responsibilities create a clear allocation of tasks and activities: The ideal and traceable working basis for all persons involved in the process.

They can use the comment function to participate in instances and give feedback. In addition, you can link and interconnect individual processes and various sub-processes. This makes it easier for interdisciplinary teams or cross-departmental projects to work together.

Track open and closed instances at any time

Digitise processes 2.

User management 4.

1. Simple process design

3. Task management

5. Graphical evaluations

Your advantages at a glance

Processes

- Graphical modelling on the basis of BPMN 2.0
- Automated execution
- No programming required
- Connection to external IT systems (e.g. CRM, ERP)
- User management with intuitive role concept
- Fast process mapping with AI support

Electronic forms

- Use of existing MS Office and PDF forms
- User-friendly form generator
- Integration of documents from roXtra Documents (XD) module
- EditClient for easy fill-in of MS Office forms
- Full-text and field search

Everything in view

- Task management with deadlines
- Dashboards & graphical reports
- Heatmaps
- Audit trail
- Categorisation of processes and instances

Compliance

- Compliance with storage periods
- Data protection compliant
- Clear allocation of tasks and responsibilities

> We have already been able to standardise a lot of work processes with the help of the roXtra Processes. The advantage is that processes are quicker and more structured.
> In addition, all the „side processes" or small things that need to be taken into account are not overlooked. With the help of timer events, we were able to ensure that regularly recurring tasks are not forgotten. All contents can be viewed via the task lists so that statistics no longer have to be kept manually.

Anne Schumann
Quality Management Officer, ASKLEPIOS Klinik Bad Salzungen GmbH

roXtra Audits

Check conformities, prepare audit reports and derive actions

Prevention instead of complaints

Check conformities and take actions

Audit management is an efficient tool for verifying the fulfilment of defined corporate goals and requirements.

This requires the design and implementation of an audit programme. When conducting an audit, internal non-conformities and potential areas for improvement can be identified. The resulting actions allow for the correction of potential deviations from standards.

roXtra Audits supports you from scheduling the inspection date and carrying out the audit with a questionnaire defined by you, to the follow-up and evaluation of the results.

Whether DIN EN ISO 9001, ISO 13485, ISO 14001, ISO 15224 or other regulations such as the Supply Chain Act: roXtra helps you to fulfil requirements.

Identify potential for improvement and realise them effectively

Plan and document your audits effectively and uncover optimisation potential to ensure sustainable success.
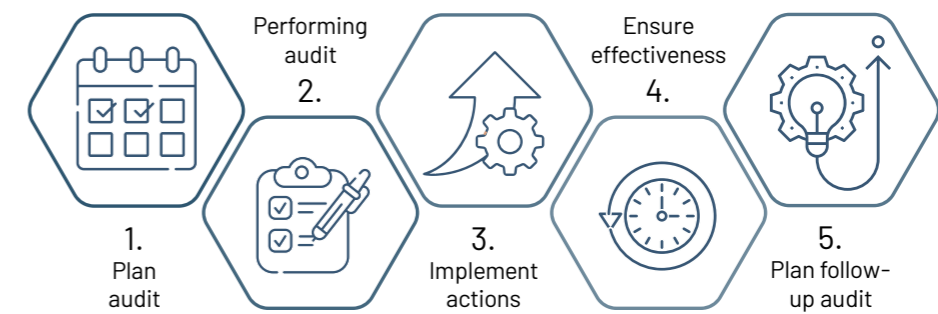

Plan and document audits

Internal audit	Third-party audit	Product audit
Customer audit	System audit	Remote audit
Supplier naudit	Process audit	IT audit

Digital audit management

Just a few steps to a successful audit

1. Plan audit
2. Performing audit
3. Implement actions
4. Ensure effectiveness
5. Plan follow-up audit

Plan and prepare audits

Thanks to the intuitive form, you can plan a new audit with just a few clicks: Enter all the relevant data, such as the area to be audited, the type of audit planned (internal or external audit, etc.), the auditor in charge and the planned period of the inspection date. The information can be adapted individually to your company structure.

Thanks to AI integration, texts such as audit questions, descriptions, email templates etc. can be generated automatically.

Form for planning a new audit

Question catalogue and criteria catalogue

During the creation of a new audit, you have the possibility to select questions from a global question catalogue, to reuse questions from a completed audit and to add new questions for the upcoming audit. Existing lists can be easily imported.

Perform audits online, remote or on site

Thanks to the offline function, answering the question catalogue can take place on your computer or tablet - even without an internet connection.

In addition, remote audits are supported by the system: Provide your auditor with all the necessary documents. Your documents (XD) can be exported as a collective PDF and the actions taken (XM) as a report and then stored in the corresponding audit.

Convenient audit procedure

The audit questions can be answered quickly one after another. Shortcuts support you in entering standard answers such as „satisfactory" or „not audited" with one click. In addition, you have the option to interrupt the audit at any time and continue answering at a later date.

The clear presentation enables a direct overview of the status and rating of the individual questions.

Derive actions and link them

During the audit, necessary actions (XM) for non-con-formities or potential improvements can be recorded directly in the audit screen. This effectively documents all steps for continuous improvement - without any media breaks.
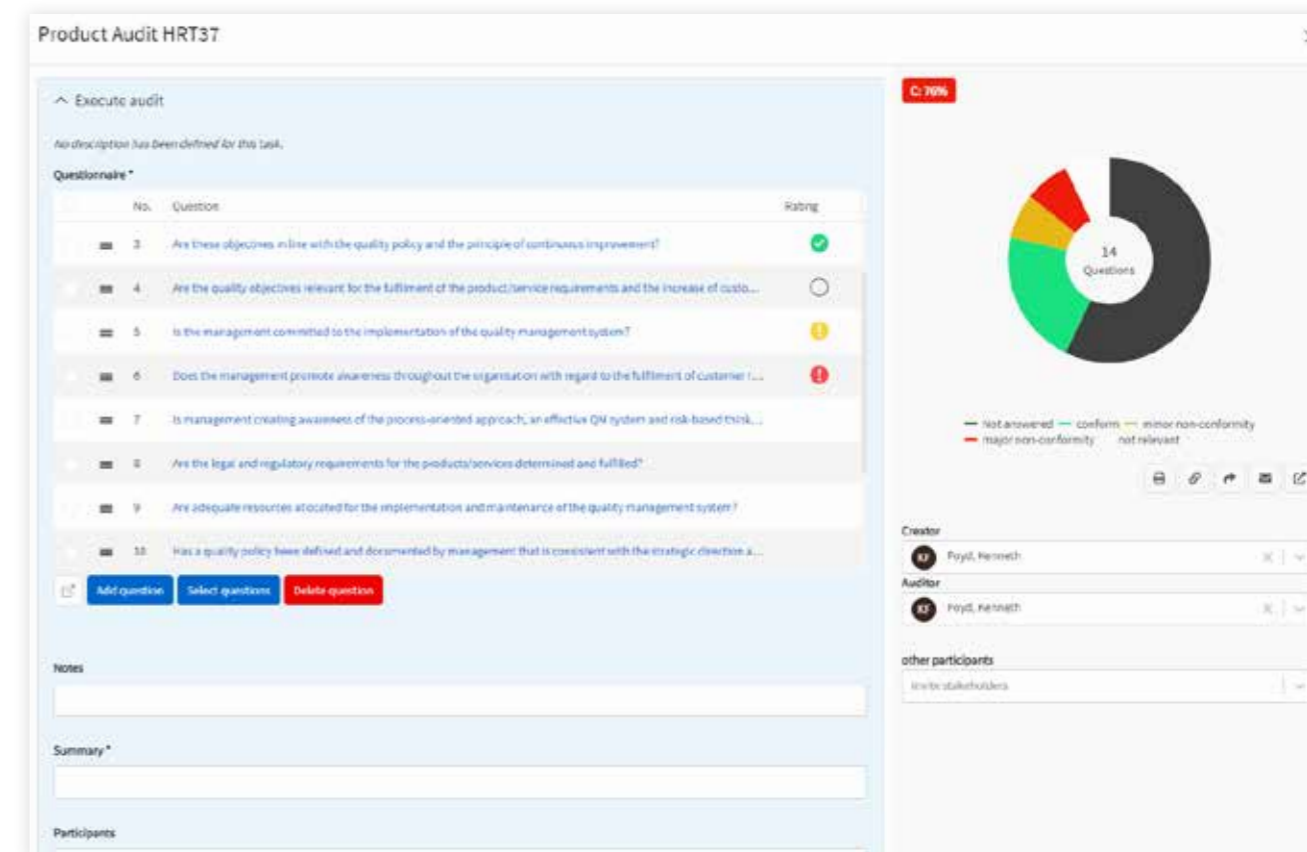
Even after the audit has been completed, roXtra reminds the responsible persons to check the efficiency of the recorded actions.
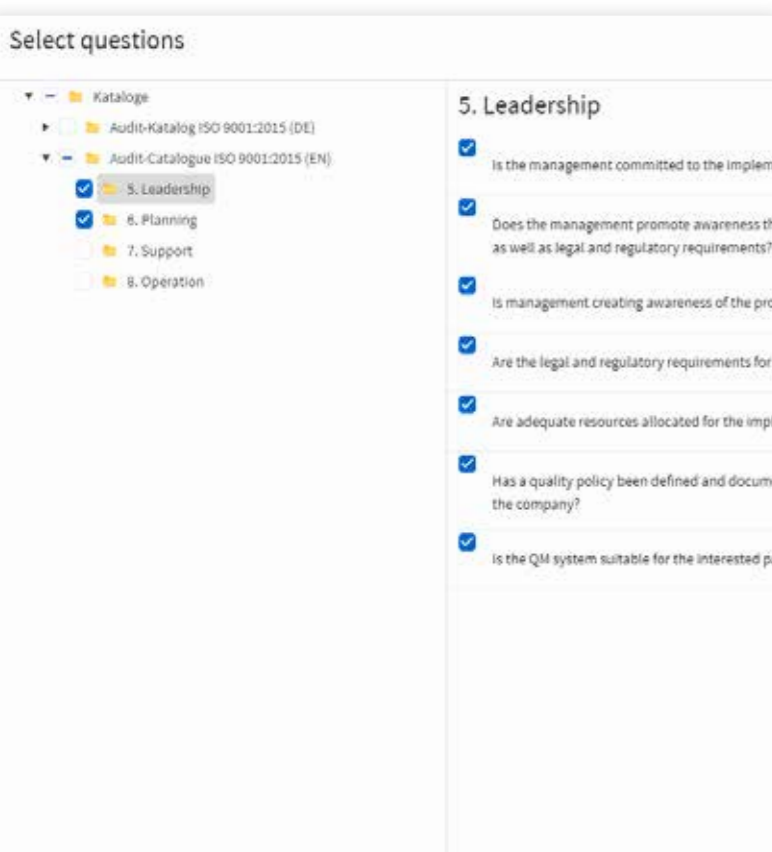
Import global questionnaire
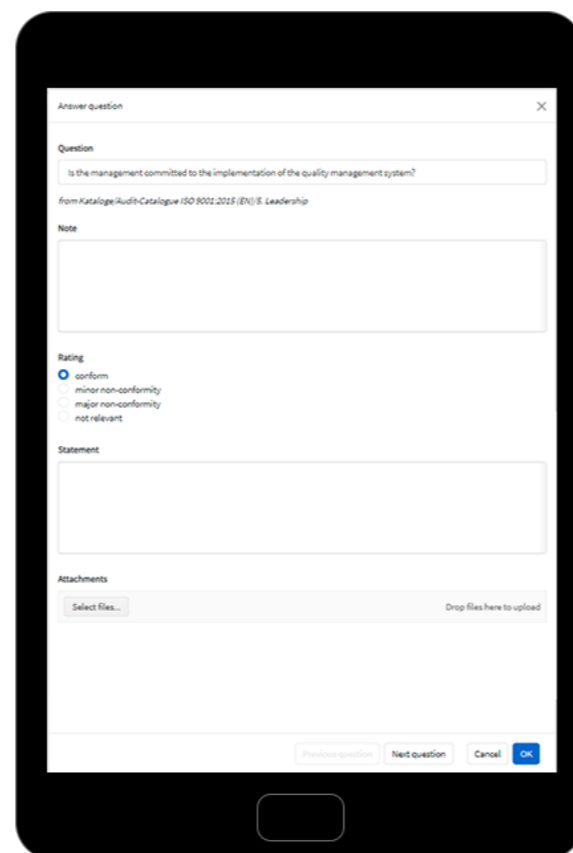
Evaluation of questions via web-based access

Perform an audit

Your advantages at a glance

Efficient audit follow-up

In the „Audit follow-up" step, you can define the audit result, export the audit report as an Excel, Word or PDF file and save it as an attachment. In addition, you can record a summary with the relevant non-conformities, derive further measures, record your own notes or re-commendations if required and plan a follow-up audit.

Clearly arranged dashboard

All audits and their states are displayed graphically in the dashboard. In addition, the convenient calendar function offers a quick insight into upcoming audits.

Another feature of the dashboard is the audit list, which has individual filter options. This allows you to keep track of all data relevant to you.
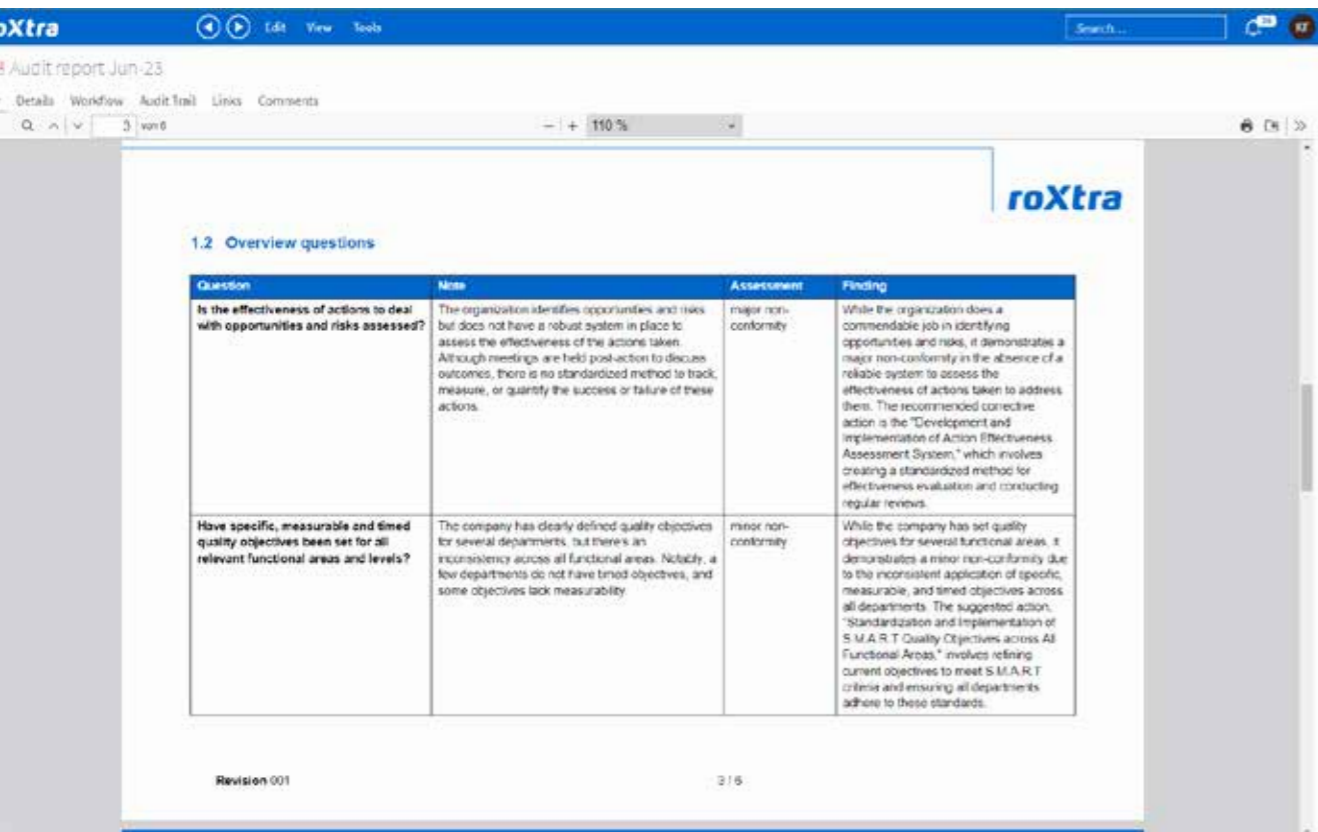
Audits

- Intuitive preparation of audits by form template

- Conveniently use the global questionnaire as a template

- Fast audit preparation with AI support

- Efficient answering of question catalogue using shortcuts

- Audits can also be performed without an internet connection (offline mode)

Everything in view

- Clear presentation of audit progress

- Provide audit report easily as Excel, Word or PDF file

- Audit list with individual filter options

- Audit results are clearly recorded

Actions

- Create actions directly from the audit

- Responsible persons for implementation are informed about new actions

- Simple linking of existing actions **(XM)**

- Automated efficacy test

Compliance

- Compliance with storage periods

-
  Data protection compliant

- Clear allocation of tasks and responsibili-ties

- Automatic recording of all changes in au-dit trail

Track valuation histories and trends

As Quality Management Officer at Roxtra GmbH, I made it my mission to test the module in terms of user-friendliness. The audit management tool is an es-sential component of my daily work.

Daniel Groeger
Quality Management Officer, Roxtra GmbH

roXtra Actions

The key instrument for continuous improvement

Move your company forward with successful actions

Create transparency
Check effectiveness

Systematic and holistic quality management is driven by the goal of always getting better.

Your action management plays a central role in this. It supports you in identifying potential for improvement, deriving appropriate quality-relevant tasks for optimisation, implementing them consistently and tracking their effectiveness.

Inputs from various sources converge in your action management: from results of your risk assessment, indications from internal audits and suggestions for improvement from your employees, to your customers' feedback.

With the roXtra Actions module, you bundle this input centrally and initiate appropriate actions to continuously improve your company.

Steer actions continuously and implement them in a traceable manner

Track the implementation status of each action and generate your list of actions with just one click.

Quick and effective implementation

Keep an eye on the implementation status of your measures at all times. The system supports you in meeting deadlines, documenting in accordance with standards, and clearly assigning responsibilities. All important information is centrally recorded, so that the effective implementation of measures becomes a breeze.

Automatic efficacy test

As a central element of the continuous improvement process (CIP), roXtra Actions supports you in sustainably implementing your tasks, improvements and solutions and ensuring their efficacy. For this purpose, the system offers the possibility to define automatic efficacy checks for your selected dates. This allows you to control and implement short-term as well as long-term solutions.

Simple linking with other modules

Combine input from different business areas: For complete traceability, you can link the different roXtra modules with each other. In this way, you can identify which risks are triggering directly.
You can also create actions from other modules or link existing actions with roXtra Audits (XA), Processes (XP) or Risks (XR).
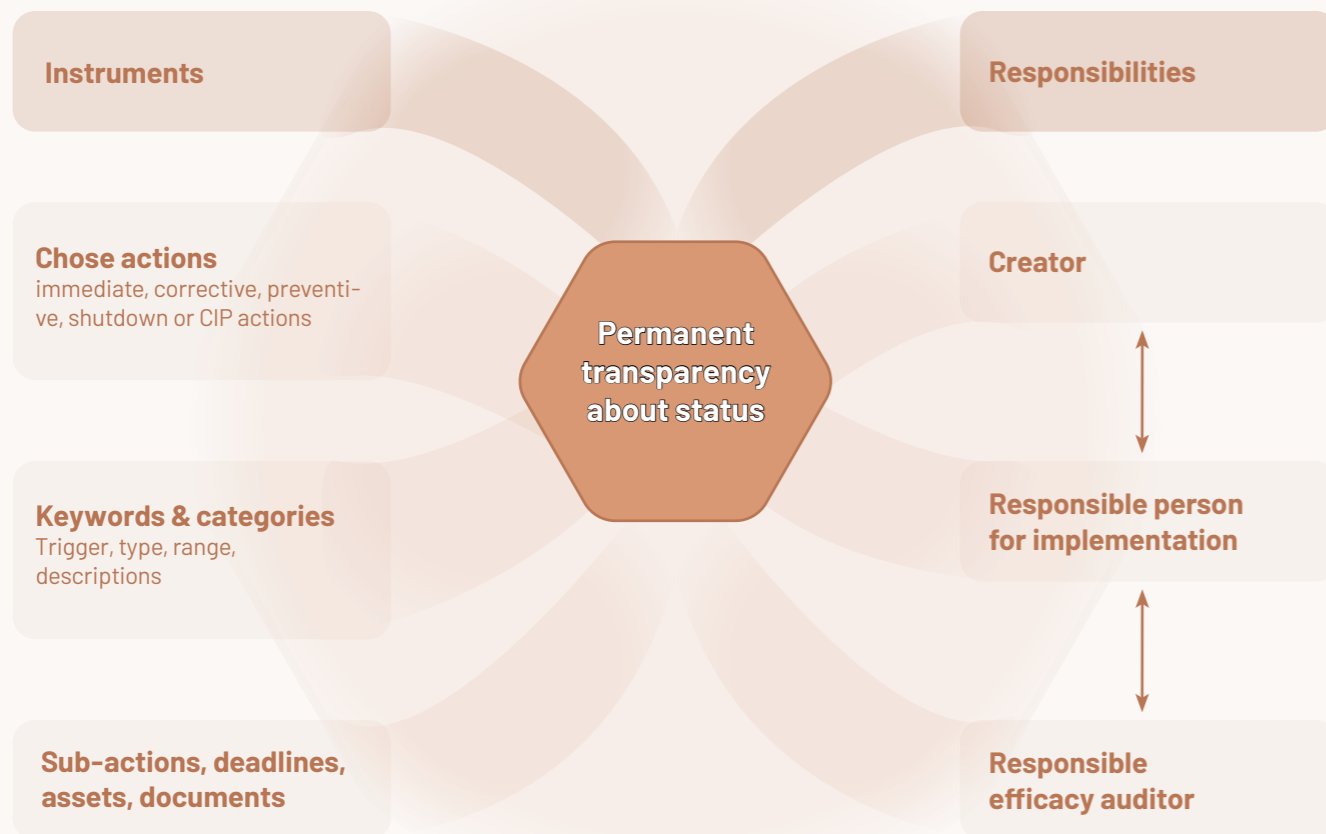
Clear list of actions and evaluation

Thanks to the easy-to-read list, you always have an overview of all actions and tasks. Various options for sorting, filtering and evaluating are available. With just one click, you can export your list of actions as an Excel, Word or PDF document and thus present information quickly (e.g. to inspectors or auditors).

Integrated action management

Trigger / Sources

Risk assessments, audit findings,
complaints, feedback, ideas
or error analyses

XM roXtra Actions

Instruments

Responsibilities

Chose actions
immediate, corrective, preventi-
ve, shutdown or CIP actions

Creator

**Permanent
transparency
about status**

Keywords & categories
Trigger, type, range,
descriptions

**Responsible person
for implementation**

**Sub-actions, deadlines,
assets, documents**

**Responsible
efficacy auditor**

Success

Clear and intuitive form fields

When entering a new action, the system automatically queries the most important information, e.g. a description, the person responsible for implementation and a deadline.

For an even more efficient way of working, the AI connection can take over the automatic text generation for action descriptions etc. Thanks to the intuitive form fields, the collected information is clear and comprehensible. Moreover, important fields can be customised to your requirements by the module administrator. So you can design the input fom individually.

Clearly visible Status of actions

Which actions have already been completed? How is my team progressing? Is an efficacy review currently taking place? Thanks to the clear dashboard, you can check the implementation status of each action at a glance.

Standardised traceability

An audit trail is available for each action in which all important changes are automatically documented. Thanks to the simple link to other modules, the system creates a continuous documentation chain, from input and implementation to efficacy testing.
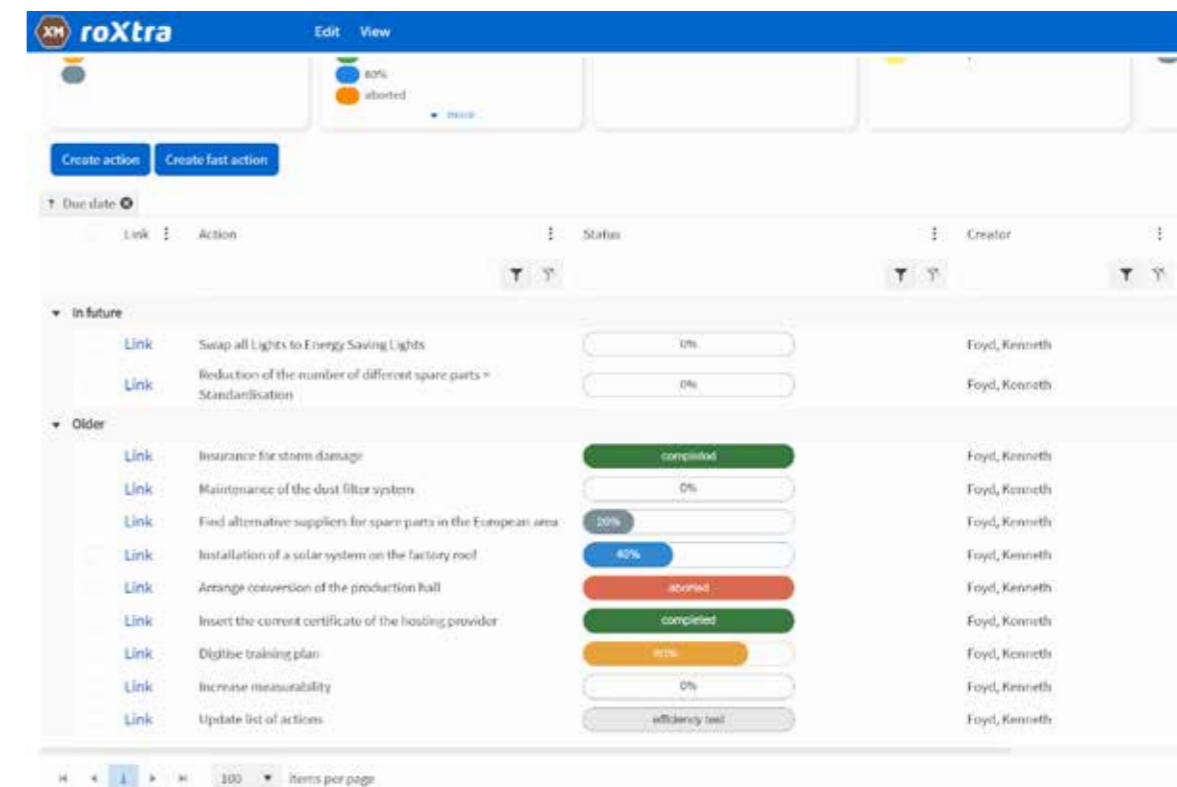
Overview of open and closed actions
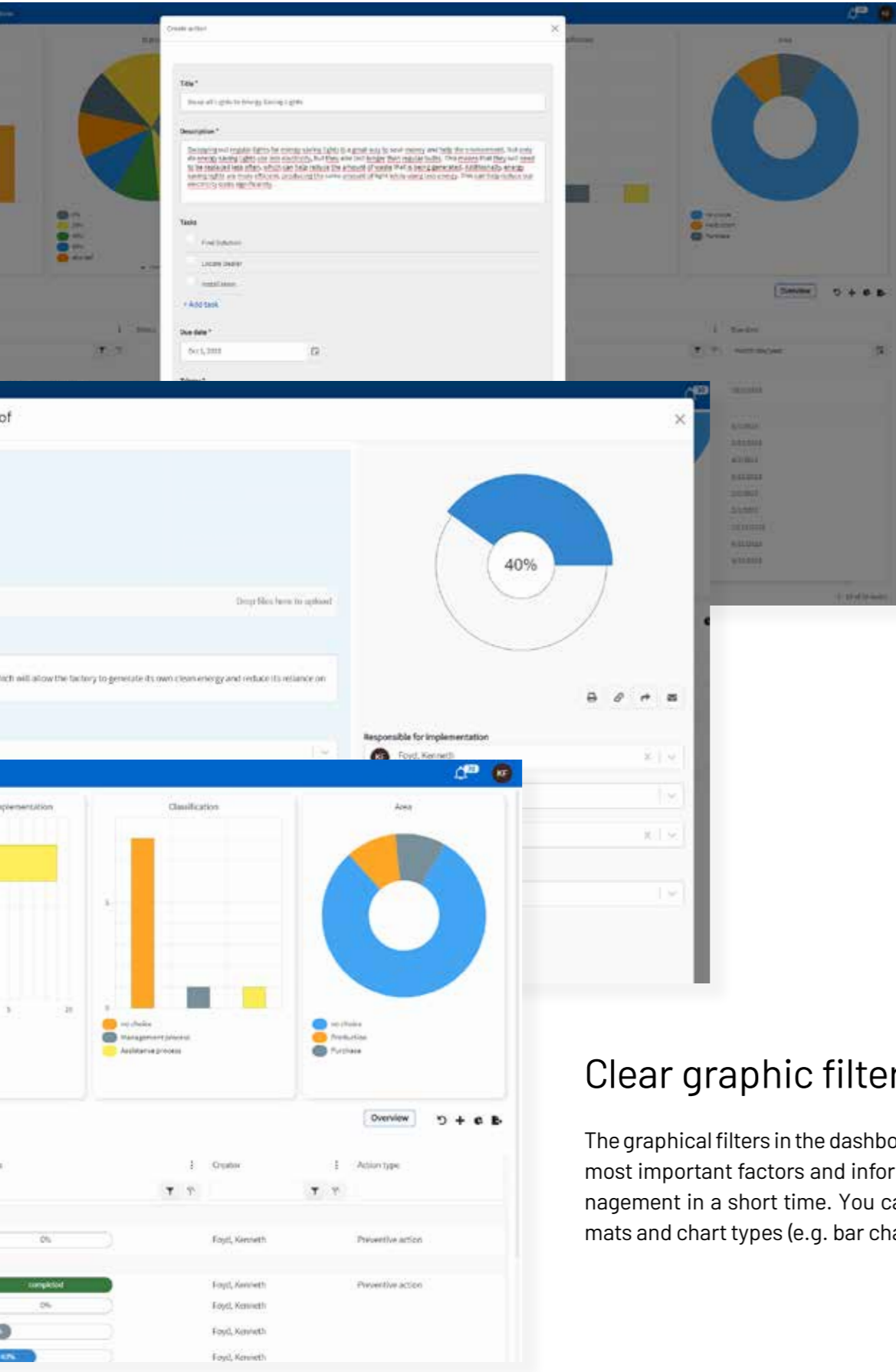
Clear graphic filters

The graphical filters in the dashboard allow you to record the most important factors and information of your action management in a short time. You can choose the display formats and chart types (e.g. bar charts or pie charts) yourself.

Your advantages at a glance

Convenient action management

- Intuitive input forms for recording, implementation and effective completion of actions

- Quick creation of actions via AI support

- Automatic transfer of information and documents by other roXtra modules

Everything in view

- Easy-to-read dashboard and transparent status display

- Clear graphic filters and various sorting options

- Exportable list of actions

High commitment

- Simple, standards-compliant definition of responsibilities

- Complete traceability

- Automatic efficacy testing

Transparency

- Simple, automated generation of reports

- Complete list of actions

- Automatic recording of all changes in the audit trail
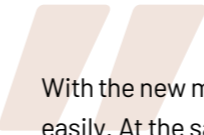
With the new module, we can organise our processes and tasks much more easily. At the same time, our digital task process works as an action management system that allows us to map the transparency required for the implementation of improvement measures in accordance with ISO specifications.

Dominik Triebler
Managing Director, MRA-Klement GmbH

Customer testimonials
about **roXtra Software**

We are trusted by many companies in the fields of healthcare, medicine & pharmaceuticals, industry & services, food, education, public institutions & administration and social services. An overview of our customers and references is available on our website.
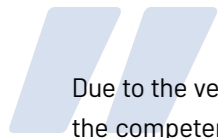
Scan the QR code to get to know many more satisfied customers.

"roXtra simplifies cooperation in teams as well as in the entire company.

Klaus Boekle
*Management systems and environment, CRONIMET Holding GmbH*

"Due to the versatile and reliable software, the consistently good cooperation with the competent Roxtra team, their strong background and know-how in quality management and document workflow, they are able to offer and implement very elegant and useful solutions to our problems.

Alex von Mylius
Director of Certifcation, TÜV SÜD Product Service Division
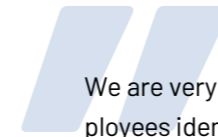
"We are very pleased with Roxtra GmbH and the software is fun. Especially in support, you notice that employees identify 100% with the product and the work is done in a goal- and solution-oriented manner to the absolute satisfaction of the customer. Thank you and keep it up.

Thomas Kaminski
Quality management, Gienanth GmbH
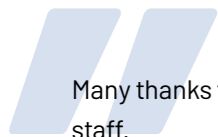
"Many thanks for the always very prompt support, the friendly and really competent staff.

Matthias Scheck
Department of organisational development and patients' safety,
Krankenhaus Barmherzige Brüder Regensburg
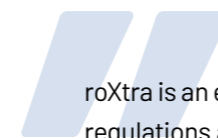
"roXtra is an effective tool with which we can easily create internal guidelines and regulations and communicate them across the association.

Andreas Matzke
Quality Management Officer, Caritasverband Geldern-Kevelaer e.V.

An excerpt of our **references**

Economy

Health / social welfare

We help you to **continously get better**

> The regular contact with our users enables us to respond to current requirements in practice and to changing framework conditions due to new standard specifications. We would be happy to find the appropriate software solution for you in a personal telephone conversation.

Michael Stummvoll
Head of Sales at Roxtra GmbH

> Processes accompany us constantly - both in personal and everyday business life. This is exactly what makes process management so exciting. In order to make your company processes as efficient as possible, I will be happy to answer any questions you may have about roXtra Processes.

M.Sc. (Business Information Systems) Eric Scisly
One of your contact persons for roXtra Processes

Interested in more?
Enjoy **roXtra** live!

We can demo the entire system with all its functionalities to you in a non-binding online presentation.
Contact us by e-mail or give us a call.

roxtra.com | service@roxtra.com | +49 (0) 7161 505 70-0

We look forward to seeing you!