# QMS MODULES & FUNCTIONS

## HR MODULE:

1. First the roles are created with reporting from and reporting to concept
2. The organogram is built using this structure
3. The permissions are assigned to the roles
4. Then the users are created with assigning a role
5. Then all permissions are inherited to the user from the selected role
6. User can perform actions within that permissions assigned to him/her
7. QMS has department and team features too with leading heads and members also.

## KPI MODULE:

1. First the KPIs are created. KPI is actually like a project which has sub tasks too with dependent tasks also (parent child concept).
2. The KPI sent for approval to the top level role and he further can send to the next level role. All flow is captured throughout the kpi approval. User has also the option to reassign to someone else to make KPI.
3. Once the KPI is approved. Then it can be assigned to individual users, or department (Head of department). The head of department can also split kpi tasks to the members of department.
4. So, one kpi can also be split. Now, the third level user will report to the user who have splitted the kpi and assigned to that user.
5. Once the kpi is completed it is sent for the verification also.
6. The user can track the kpi current status with progress bar as well.

## MEETING MODULE:

1. The meeting is created here that includes meeting participants, organizers etc. and other basic information.
2. The notification is sent to all the participants.
3. The participants can reply whether they are free or not. It is just for approval from each participant
4. The kpi can also be linked to the meeting module.
5. It also has the attendance feature
6. The participant has the option to add notes to the meeting
7. The meeting has the final notes to be uploaded too.
8. There is the option to make duplicate meeting too.

## TRAINING MODULE:

1. The training category is created first then training is created that includes the trainer, supervisor, examiner and approver. The trainer puts basic information with training material and examiner creates the exam. Then training is sent for approval once it is approved. It can be assigned to trainee.
2. To assign the training, a batch or we can say that a class room is created where the multiple trainings and multiple trainees can be added. All trainees need to take all the trainings that are within the batch.
3. Also has the exam system. A full advance version of exam is available in training module that is created first and then assigned with training
4. It also has the attendance feature with manual form also
5. Trainee marks are also calculated
6. Training matrix also maintained here

## DEVIATION MODULE:

1. A complaint is raised externally or internally that is recorded with specific information.
2. That complaint is sent to the QA Manager for review.
3. Then QA manager assigns team to that deviation that includes investigators, action takers and verifiers.
4. All the roles add the information in deviation according to their responsibility like root cause investigators adds the root causes, action taker write actions taken against each root cause and verifier verifies each root cause. Verifier has some closing action like which items are reformed and resend etc.
5. Once it is completed, QA manager again is notified.
6. Deviation is tracked throughout the whole process.

## AUDIT MODULE:

1. A checklist is created that includes multiple checks and each check has specific team with investigator, action takers, auditor, and verifier.
2. The checklist is sent for approval after approval it can be used for an audit.
3. The audit is created with particular frequency and schedules are set according to the frequency. Copy of checklist is transferred to each schedule.
4. Now on date of audit, the auditor audits each check of an audit, gives score and adds some comment. After that if there is everything perfect then audit is closed/completed. Otherwise, if there is any issue, investigator starts finding the root causes and send to the action takers and actions takers after taking actions send to the verifier.
5. Different forms, trends and reports are maintained here.
6. Audit Verification and validation schedule form is also part of audit module

## SANITAION MODULE:

1. A checklist is created that includes multiple checks and each check has an action taker.
2. A checklist can be for maintenance or sanitation of an equipment
3. Then a frequency is set for each check and assign to someone.
4. All schedules are set according to the frequency of check.
5. Remarks and actions of each check for each schedule are maintained.
6. Different forms are also available for different types of checklist
7. A work order is also generated here that have almost same flow as defined above

## DOCUMENT MODULE:

1. A document is created that might be SOP, instructions or a form.
2. It is sent for the review to multiple reviewers
3. After reviewing, it is sent for the approval.
4. Once it is approved. It can be shared between different users.
5. It also has a random form like Google form option that can be used to get different inputs from the user that might help to take some decision.
6. A user can view all the shared documents with him.
7. Document version controller is also managed.

## NOTIFICATION MODULE:

1. Notifications can be assigned manually to individual user a permission based user.
2. A group is created in which the notifications and permissions are put. So, the admin has the option to send specific notification manually to specific users.