

APN DocPoint

Efficient management of processes and procedures

Our clients, implementing **Quality Management Systems**, standards such as **ISO 9001**, **ISO 13485**, emphasizing the importance of **Compliance Policy** and **process management** were looking for a solution that would help **organize documents and procedures** and manage **process architecture**.

The ideal solution was to help them **prepare for audits**, ensure that **documentation is up to date**, **accountability** and facilitate the **transfer of knowledge** about changes.

The solutions available on the market did not meet their expectations. They were unintuitive and required knowledge of specialized tools. That's why we created **APN DocPoint**.

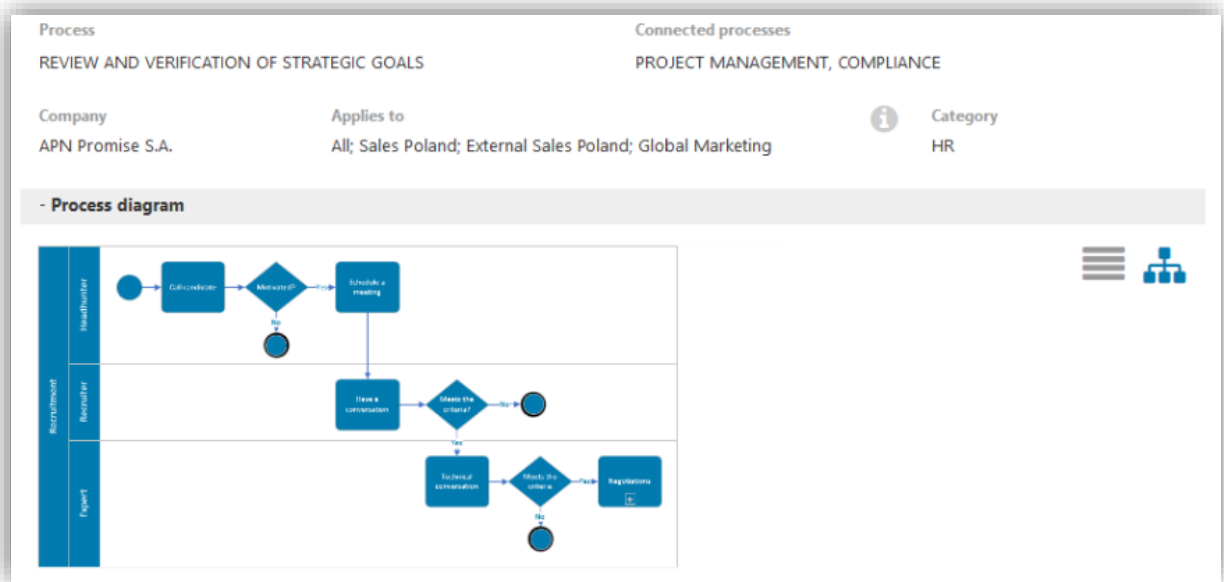
An example of the form and attachment generated in APN DocPoint:

The screenshot displays the APN DocPoint web interface. The top navigation bar includes 'APN DocPoint', 'Documents', and 'Administrator' tabs, along with a notification bell (3) and user profile icons. Below the navigation, there are links for 'Home page', 'My documents', and 'Search by process'. The main content area shows the details for the 'Employee onboarding procedure' (version 2.0), which is confirmed as actual. The document is categorized under 'REVIEW AND VERIFICATION OF STRATEGIC GOALS'. A table of general information lists the title, document code (P-MRK-19-000032), status (Published), type (Process manual), author (Justyna Pilecka), approver (Andrew Owner), and valid since date (03-09-2019). The process description includes company information (APN Promise S.A.), inputs, outputs, and a description. A detailed view of the document is shown in the foreground, featuring a title, process name, validity dates (2019-09-01 to 2020-09-01), a barcode (PROC0949444), and a list of prepared and approved personnel (Paweł Autorski and Paweł Huryn). It also lists connected documents (Employee offboarding procedure and Employee promoting procedure) and connected processes (REVIEW AND VERIFICATION OF STRATEGIC ASSETS).

Application

The solution in the first version handles:

1. Defining process tree / architecture.
2. Intuitive process mapping (wizard for users):



3. Management of **process / medical documentation / procedures / instructions / CAPA**:

The screenshot shows a search interface with a search bar containing 'Title, content, author, approver or other metadata' and a 'Filter' button. A dropdown menu shows 'category:HR'. There is a '+ Add new document' button. Below the search bar is a table with the following columns: Title, Details, Applies to, Author, Approver, Is valid, and Favourite.

Title	Details	Applies to	Author	Approver	Is valid	Favourite
Getting a family member leave <small>PROCESS: REVIEW AND VERIFICATION OF STRATEGIC GOALS</small> Sick leave template for a family member		Promise Group - ALL	Paul Grisham	Nick Smith		
Obtaining funding for travel <small>PAYROLL SERVICE OF EMPLOYEES</small>		Sevenet	Paul Grisham	Stephanie AB		
Recruitment of employees <small>MANAGING HUMAN RESOURCES</small>		Sevenet, APN Promise	Will Collins	Paul Grisham		

At the bottom, there are navigation arrows and a 'download search results' button.

What will you gain?

What you will gain with APN DocPoint?

- ✓ Help implement standards like **ISO 9001, ISO 13485**.
- ✓ **Standardization and organization** of documentation.
- ✓ Preparation for **audits and controls**.
- ✓ The ability to **settle accounts** for all operations performed.
- ✓ Support for **process optimization in the organization**.
- ✓ **Intuitive, easy-to-use tool**.
- ✓ Comprehensive service - cooperation with **Lead Auditors of ISO 9001, ISO 13485** and **certified BSI trainers**.

Selected functionalities

The functionalities include:

- ✓ **Architecture / process tree** management.
- ✓ **BPMN flow diagram** creator.
- ✓ Automating the process of **issuing and updating documents**.
- ✓ Enforcing **cyclical document reviews**.
- ✓ Controlling **permissions** and document **acceptance paths**.
- ✓ Forcing employees **to read the content** of documents.
- ✓ **Search by any attributes**, keywords.
- ✓ **Generating documents** from templates.
- ✓ User interface available in **many languages**.
- ✓ Support for **procedural documents and others** (e.g. **CAPA**, system manual).
- ✓ The ability to define your **own forms** (sets of attributes) and **approval paths**.

Contact information

In case of any questions or comments, please do not hesitate to contact me.



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