



Quality Management in Office 365 with MetaShare

Take control over your quality documentation

Do you face challenges controlling your documentation related to quality management?

- How do I relate documentation to processes?
- Do I have the latest version of the document?
- Is the document approved?
- Can I trace back changes made in the document and see who has done what?
- Can I set date for next review and automatically notify document owner for a update?

Quality management is a lot about controlling the documentation describing the business and its processes.

To prove that you have control over your business documentation is an essential part of any certification ISO 9000, 14000 or 30300/30301.

MetaShare offers easy document management which supports process management

MetaShare is an add-on to Microsoft Office 365 for document management. It replaces the file servers, helps organizations keeping documents in order in a unique way to comply with regulations, provide better security and enhance availability.

By using MetaShare to handle quality management documentation you are enabled to:

- Enable document views when navigating through the process view, e.g. show me all documents related to the current process
- Enable document views thru a selection of tags to filter in a user friendly user interface where you also can find and sort documents
- Use document types to tell which category of documentation it is, policy, routine etc.
- Provide additional tags to fasten filtering and access for people with other perspectives
- Start workflows for reviewing and approving documents
- Track down all changes made to a document

MetaShare enables a fast implementation with an existing process documentation tool.

Get control over your quality management documentation with the Office 365 add-on MetaShare

MetaShare will open up opportunities for a smart and intuitive document management that directly will give effect on your business way of handling quality management documentation.

Many businesses and their users is concerned over the more and more complex handling of files and documents. MetaShare is designed to make the work and collaboration related to documents easier and less time consuming.

MetaShare is a smart investment that gives payback thanks to an intuitive interface and the approach on how to look at document management. With built in flexibility MetaShare creates a simple solution for the users by offering availability, filter and direct the information to the right user at the right time. By relating the documents to the business process charts, the user get another intuitive perspective on quality document management.

Today, businesses have a need to create order and to collaborate in an easier and more available way than was possible earlier. This without losing control and still comply with regulations. MetaShare helps businesses, which already use Office 365.

MetaShare

- Provides easy migration of documents to Office 365 and SharePoint
- Simplifies the document management in Office 365 and SharePoint
- Easier to find, create and reuse document content
- Simplifies collaboration within teams, projects and departments
- Easier to comply to regulations
- Increases security by document classification
- Increases availability of documentation by providing access via mobile phones, tablets, and laptops
- Has intuitive and user friendly interface

MetaShare is an add-on to Microsoft Office 365. Use it to create order amongst documents, comply with laws, regulations and standards. MetaShare enables easy access to documentation related to business processes. It also simplifies the work to maintain the process documentation and to match the right documentation to the right process.



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