



MANAGE PROCESS USING IQ DOCUMENTS

Documentation has been the backbone of all organizations since the days of clay tablets. IQ Documents allows you to manage your organization and streamline its processes with its clear, document management solutions.

SIMPLIFY AND EXPEDITE THE MANAGEMENT OF YOUR ORGANISATION

Each organisation has its own way of being managed, as well as the way it documents its processes. Usually, they are in both electronic and paper form. These documents include invoices, order forms, contracts, worksheets, requisitions, and more. The problem being, and this is particularly relevant when working with paper documents, that working with them is laborious, their circulation is slow, and availability is limited, so they don't always provide management with the most current state of the organisation.

The IQ Documents system converts all these paper documents to electronic ones without disrupting the day-to-day activities of the organisation. Its advantages encompass an ease in maintaining existing processes, and ease of operation for the users. It also provides the ability to monitor the status of the organization in real-time and do quick lookups, while being available 24/7, all kept safe thanks to strong data protection measures that backup all data and ensure future auditability.

Approval processes can be set up hierarchically, multi-step, or can change automatically, for example, when dealing with fluctuating degrees of budgetary exhaustion. The system is very flexible, so it is possible to add new documents or change existing ones to accommodate the user's level. The system can be located on-site with the organization's hardware, hosted off-site with new hardware, or even p on the cloud. This solution is flexible enough to work with all types of organisations, regardless of their size or focus.

WHERE CAN IQ DOCUMENTS ASSIST YOU?

- Approval of requisitions, purchase orders or invoices
- Creating and monitoring the organization's budget
- Recruitment and training of new employees
- Carrying out downsizing measures

- Custom production management
- Customer relationship management
- Producing daily work reports
- Sharing know-how within the organization
- Assist in managing the coordination of geographically- distant teams
- Project management
- Cash-flow management
- Quality control

HOW IS THE IQ DOCUMENTS SYSTEM DEPLOYED?

- The project is managed systematically in compliance with all deadlines and budgetary specifications.
- All processes in the organization are mapped
- Document types are cleaned up and cohesively unified
- Structure and content of individual documents are clearly defined
- The IQ Documents system is deployed gradually
- Each functional unit is thoroughly tested before their go-live; this reduces the risk of the project and spreads out costs
- Concurrent usage of paper and electronic documents is possible, in order minimize disruption to the company's operations
- The solution can be placed on the organization's hardware or we will arrange for its hosting
- Users at all levels are carefully trained
- Long-term functionality of the solution and ongoing development to ensure its smooth operation are guaranteed by us
- Technical support and tools for remote application management are available

Thanks to the user-friendly, Excel-based interface, and the tremendous flexibility of the entire system, this solution can be implemented without affecting the normal flow of operation in any organisation. For example, Na Františku Hospital has acquired our electronic system with a “Requirements” module—a tool to improve the management of warehouses and purchase orders. It can handle these tasks much more quickly now, because of a much-improved level of transparency in the approval process. The costs of purchasing goods, services, and investments are completely under the control of its management and, with all of the paper savings, their business functions in a much more eco-friendly fashion.

About Us

Business Systems, a. s. has been operating in the European market since 1997, providing our services in the creation and operation of information systems. Our clients can be found in the areas of banking, healthcare, energy, telecommunications, tourism, aviation, manufacturing, and trade. By applying agile programming practices, we ensure rapid delivery of systems, quick adjustment in the case of changes during the development process, and compliance with contractual deadlines and budgets.