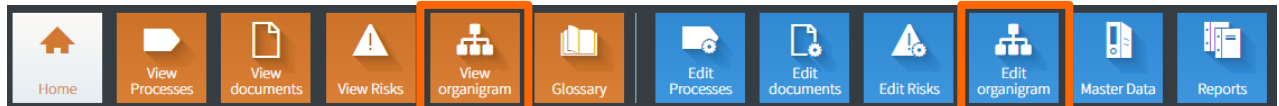


## Organisation Management Module

### Recording the organisational structure - Presentation of organisation charts

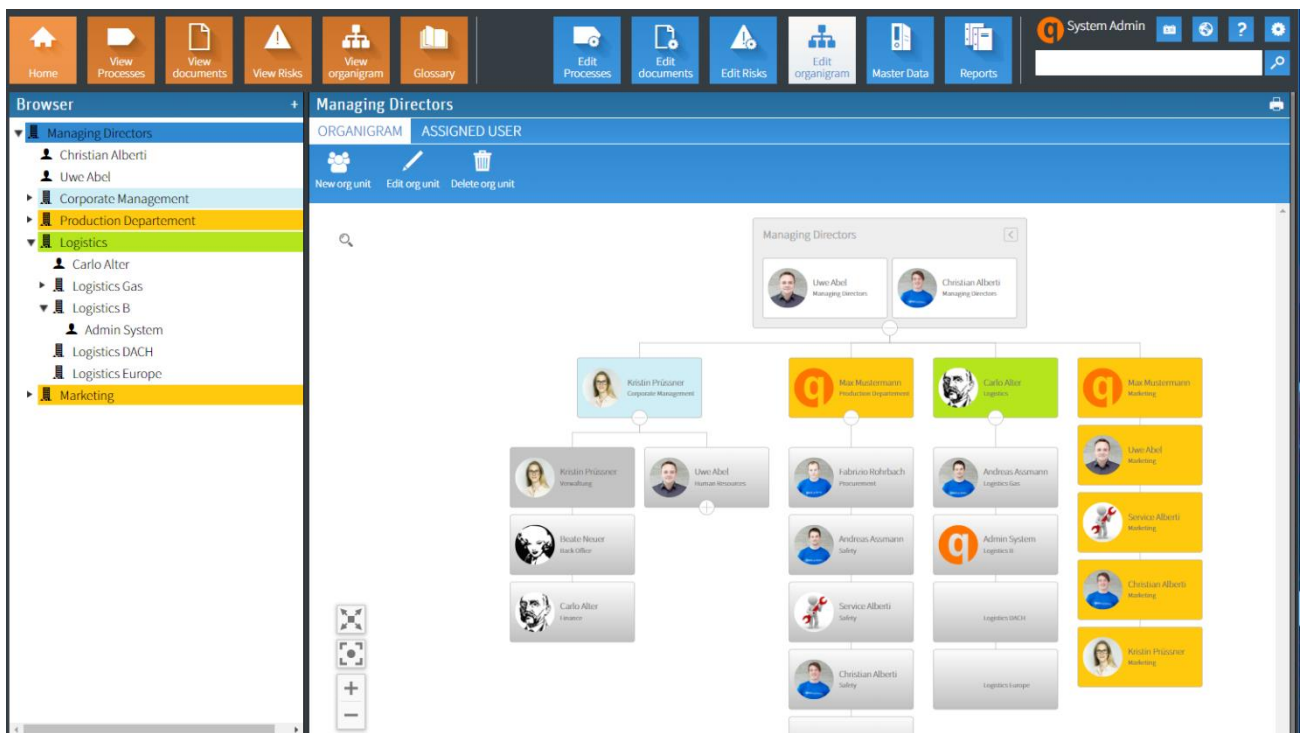
QM-Pilot offers the function 'View organisation chart' for employees who only wish to view the organisation chart. By using the view mode, employees can also filter information by organisational units, processes, documents and risks.

The 'Edit organisation chart' function is available for all employees who are authorised to adapt the organisation chart and the associated information contained therein.



In all cases, the work with QM-Pilot takes place via an Internet browser (Internet Explorer, Firefox, Chrome or Safari), regardless of whether the respective employees use a PC, a laptop, a tablet or a smartphone.

In the navigation bar, the structure of the organisation chart has the same view as the process, document and risk structure. In terms of systematics, individual organisational units are also created similar to the creation of other structures.



### Support for the Organisation Management

The Organisation Management Module not only enables the graphical presentation of the structural organisation in order to make it transparent for the employees, it also provides the opportunity to record and present knowledge, skills and other information related to an organisational unit or an employee, which is of interest to the company and as such, can support the recording and managing of skills and capabilities available in a company. Since this module is not a stand-alone component but is linked to the other QM-Pilot modules, organisational units can be linked to processes, documents and risks and thus the network within QM-Pilot can be further expanded.

Graphical  
presentation of the  
organisation chart

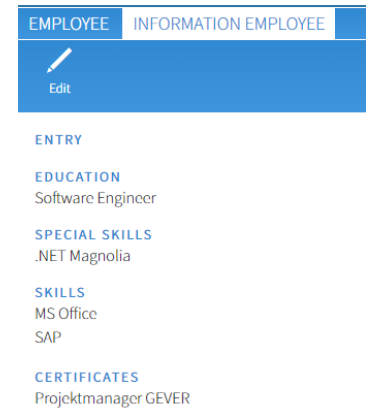
Recording of  
responsibilities and  
skills

Assigning  
organisational units to  
QM-Pilot content

## Recording employee key data / information

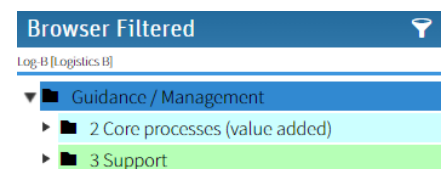
Similar to the key data, information can be recorded in the Organisation Management Module by using configurable fields. This has the advantage of enabling the retrieval of skills or functions of organisational units and employees by using the search function.

- **Organisational unit**
  - E.g., function, scope of responsibility, point of contact, ...
- **Employees**
  - E.g., date of joining the company, training, additional qualifications, skills, ...



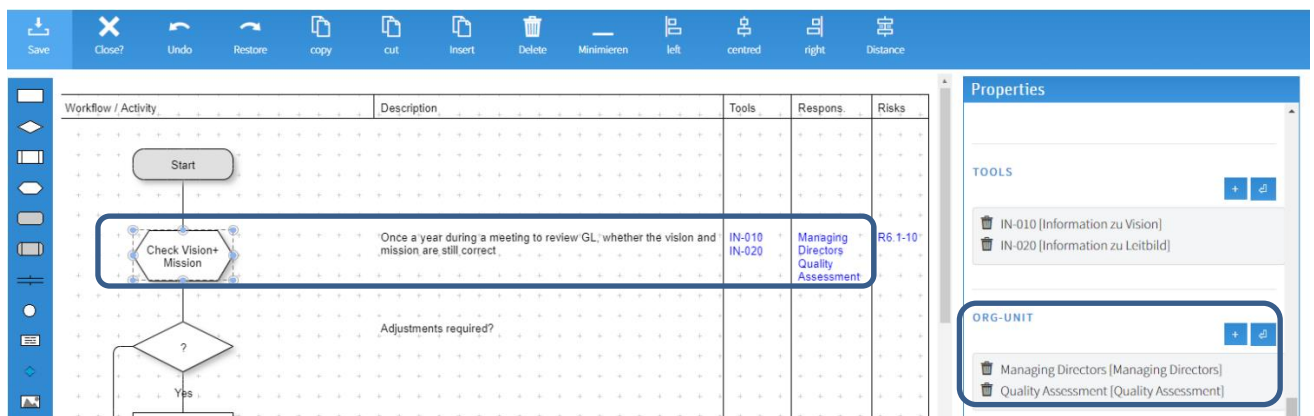
## Assigning organisational units

Individual organisational units i.e. functions can be assigned to process steps as well as to processes, documents or risks. Following their assignment, the view can be filtered according to organisational units in the navigation bar. By doing so, only the elements relevant to the corresponding organisational unit remain visible. Filtered views automatically appear for a logged-in user based on their assigned organisational unit.



## Linking organisational units to process steps

The graphic editor can be used to assign organisational units, documents and risks to individual process steps. It is therefore possible to determine the responsibility for individual process steps. This is of particular interest when responsibility changes within a process and does not apply to the overall process.



## Conclusion

The Organisation Management Module assists your organisation or company in presenting the organisation structure, assigning responsibilities and tasks and managing skills and capabilities, which can be transparently released to employees as required. QM-Pilot as a complete solution offers a workable management tool to fulfil your quality management requirements.

## Prices

The Risk Management Module is a chargeable option. Additional installation work is not required. Abel Systems can activate the functionality of the module in already existing installations. As with the basic license, the price is based on the company size or the number of employees in full-time equivalents.