



**niix** offers a wide range of Quality Management related software and Business Process Management software to improve **effectiveness**, **efficiency** and **productivity** of businesses in various industries.

**niix ISO Document Management System (DMS)** is a proven web-based document control solutions which has been successfully implemented at ISO certified organizations includes major government agencies and private sectors from various industries. It is specifically developed according to ISO document control requirements for various standards such as ISO 9001, ISO 14001, TS 16949 ISO 13485, ISO 17025, ISO 22000, OHSAS 18001 and other quality standards. It has been well recognized and accepted for audit by ISO certification body worldwide.

**niix ISO DMS** can manage multiple ISO standards within one system and substitute tedious manual works facing in paper-based document management with predefined automated workflow includes document creation, review, approval, amendment, document versioning control, document cross-reference, document routing, document distribution, obsolete document control and etc. It significantly improves efficiency, productivity, and enables organization to spend time on implementing their management system instead of managing documentations.

## Benefits for Your Organization

- Significantly cut down labor hours, resources and cost.
- Improved staff productivity and business process.
- Improved compliance with regulation or legislation.
- Enhanced competitive advantages.
- Improved customer service through faster access to related processes.
- Redeployment of resources and financial saving.
- Improved disaster and disruption recovery.
- Consistent document revision control.
- Easier control of multiple ISO standards.
- Improves efficiency in multi-level and cross department document control.
- Reduce travelling time.
- Improve company image towards Green-Environment office.

## Features of niix ISO DMS

- Automated workflow for document creation, review, approval, publishing, archiving, etc.
- Comprehensive task notification related to review and approval process.
- Automated email notification for every task related to document review, approval, etc.
- Flexible user access rights control for document creation, amendment, printing, etc.
- Flexible document access rights control.
- Manage multiple ISO standards within one system.
- Comprehensive document master list with specific document category.
- Attachment of multiple supporting documents and document cross referencing.
- Document reference matrix of supporting document and referencing between one document and another.
- Automated archiving of obsolete document.
- Comprehensive document status tracking.
- Dashboard for announcements and task reminder.
- Audit log to trace activities related to user and document.

## Why niix ISO DMS

**niix ISO DMS** has been successfully implemented with proven track record at more than 1000 organization worldwide covering various sector and industries, including Fortune 500 organizations, multinational companies (MNC), small and Medium enterprises (SME), ISO certification body and government agencies.

**niix Quality Improvement System (QIS)** is a comprehensive ISO quality assurance system enables organization to strive for continual improvement, which consists of eight powerful modules: Continual Improvement Request, Non-Conformance Request, Corrective Action Request, Supplier Corrective Action Request, Internal Corrective Action Request, Internal Preventive Action Request, Management Review and Minutes, and Audit Schedule and Summary Report.

**niix QIS** equipped with pre-defined automated workflows under each specific module. It allows you to categorize all types of issues and activities, assign responsibility and attach related supporting data with systematic tracking workflows. niix QIS escalates the process of review, approval, validation with automated workflow and email notification to all related parties while eliminates the use of paper. It helps organization to achieve continual improvement in a consistent manner and prevents problems from going unaddressed.

## Benefits of niix QIS

- Comprehensive eight elements within one system to ensure easiness of control.
- Improved compliance with regulation or legislation.
- Improve management visibility with real time monitoring on variety activities related to multiple ISO standards implementation.
- Enable systematic tracking to prevent issues and task going unaddressed.
- Relevant data and report will be automatically inherited to specific element.
- Enable traceability and root cause analysis to provide solution with proven data.
- Automated email notification to ensure task being completed on time.
- Serve as an effective mechanism for identifying source of problems, preventive action and continual improvement.
- Improve implementation of management system in organization.
- Improve efficiency, effectiveness, productivity and bottom line of financial situation.
- Ensure continual conformance to the standard and company objectives.

## Why niix QIS

**niix QIS** is a comprehensive quality assurance system with eight major elements greatly improve management visibility with live and real time monitoring on variety of potential issues ranging from customer complaints, non-conformance, preventive action and prevent issue and task from going unaddressed. It further enhances the success of management system implementation.

## **Module 1: Continual Improvement Request**

It streamlines the process of findings, reporting, suggestion for improvement and validation. Which enables an organization to strive for continual improvement with systematic pre-defined automated workflow and tracking of specific due date of each task.

## **Module 2: Non-Conformance Request**

It streamlines the process of responding to Non-Conformance Request related to any ISO standards or operational failures identified by staff, internal audits or client complaints. Which enables management to determine why the nonconformance occurred, ensure all identified non conformances to be investigated, determine the root cause and effective action being implemented within the assigned due date to prevent further recurrence.

## **Module 3: Corrective Action Request**

It provides a systematic manner to handle corrective action request raised by anyone on recognition of a corrective action is required. Management can ensure the corrective action is taken to a degree appropriate to the magnitude of the problem such as investigate the root cause, identify preliminary and permanent actions to be taken to prevent the failure from happening again.

## **Module 4: Internal Corrective Action Request**

It simplifies the entire Internal Corrective Action Request process with thorough tracking manner and prevents the problem from going unaddressed. Which provides management visibility to ensure problems including nonconformities are identified and investigated, root causes are identified, corrective and preventive actions are identified and implemented; and actions are tracked and their effectiveness is verified.

## **Module 5: Internal Preventive Action Request**

It rationalizes the process to response to suggested internal preventive actions related to ISO management system are investigated to determine their relevance and suitability. The Internal Preventative Action Requests can be raised by any staff member to suggest an improvement to the management system or operational process to eliminate potential causes of a nonconformance.

## **Module 6: Supplier Corrective Action Request**

When it has been determined that corrective action is required from a supplier, a Supplier Corrective Action Request with response due date can be submitted to the responsible supplier to response to the specific SCAR through system. Which enables the organization to review to ascertain that the corrective action presented will preclude recurrence of the related discrepancies with all related documents being recorded in the system.

## **Module 7: Management Review and Minutes**

It offers a structured meeting scheduling at regular intervals in advance with specific meeting date, time, meeting agenda and participant. All the meeting minutes and task assignments can be updated in the system. Which ensures all management related functions are reviewed and approved at the highest possible level so that all levels of management affecting management system are made aware of changes, updates, revisions and verification activities.

## **Module 8: Audit Schedule and Summary Report**

It provides comprehensive features to schedule audit in planned interval with details such as audit scheduling, area of audit, element of audit, auditor assignment, update of audit details include auditor reports and workflow of audit report review and approval process. Which enables the management to determine conformance to management system and promote consistency, awareness and continual improvement within the organization.

**niix eForm** is a 100% web-based form and record management system with workflow capabilities enable user to design HTML form template and workflow processes without requiring of programming knowledge, programming skill or technical skill. It also includes Business Intelligence module specifically designed for data retrieval and reporting purpose.

**niix eForm** unified form creation, database management and control to ensure the safety and integrity of form records, form process such as submit, review and approve through either local network or internet completely without the hassle of paperwork. It facilitates timely, accuracy, efficiency, productivity and human resources transactions through fully paperless working environment and brings real benefits for all businesses.

## Benefits for Your Organization

- Improve accuracy of data collection.
- Improve daily business operating process with paperless working environment.
- Provide cost savings through automated processing and eliminate printing and storage cost.
- Automated data processing with pre-defined workflow.
- Information entered into eform is encrypted which ensures security and integrity.
- Support several levels of authentication which provides attestation where completed approved form will be prohibited for changes.
- Validated and guided data can prevent errors and improve accuracy for decision making.
- Data is captured in a consistent manner and ensure standardization.
- Stored data can be flexibly retrieved for further analysis with various report formats.
- Provide faster service, reduce transaction cycle times and improved customer satisfaction.

## Why niix eForm

**niix eForm** enable user to design form template and workflow processes without requiring of programming knowledge, programming skill or technical skill. Data input in the system can then be extracted through Business Intelligence module specifically designed for data retrieval and reporting purpose. It greatly improves daily business operating process and decision making.

## Features of niix Electronic Form

- Form builder enable user to create form template required of without programming skill.
- Form editor gives you an ability to see the data and flow between the forms.
- Workflow builder enables graphical workflow definition builder to establish rules and process flow for completed form.
- Automated email notification for user related to every task and process.
- Flexible setup of form process flow to timeline of each process, process reminder and etc.
- Each task within a workflow defines a set of task rules which includes access rights, priorities, notification options and etc.
- Field security can define who can or cannot access to specific field within the form.
- Flexible user access rights control for each user access level within the system.
- Integration of Business Intelligence System enables data retrieval, processing and reporting.
- Business and Report Analysis enable managers to identify business issues, trends, market opportunities, etc.
- Reports data can be exported to various formats include pdf, excel, etc.
- Report design can cater for bar charts, pie charts, etc.

**niix TMS** is a sophisticated, comprehensive and secure web-based employee training management solution designed to fit any organization size and industries. Whether you are a global multinational companies or local small and medium enterprise, you can leverage the state-of-art functionality and simplicity of niix TMS to meet your company training objective, improve employee competency for daily job operations, job duties and responsibilities as well as overall competitive edge of your organization.

**niix TMS** is a user friendly and robust system with comprehensive features required to manage your employee training programs and assessments. It enables management to develop training program, training content, schedule, assessment with tracking history based on employee, department, training program, etc. Which the result of assessment further determined the employee training needs and effectiveness of the training itself.

## Benefits for Your Organization

- Centralized employee training program to ensure consistency assessment parameters.
- Web based system enable accessibility without time zone and geographical barriers.
- Effective training management as multiple training programs is managed at one single location.
- Training program can be easily amended or duplicated without incurring extra cost.
- Improve cost savings as no extra expenses on travelling and accommodation related to training.
- Automated tracking of employee's training path and progress.
- Management has better visibility to determine the success of training program.
- Flexible feature applications enrich training styles and processes.
- Enhanced company image and improve knowledge workers.
- Improve overall efficiency, effectiveness and productivity of company.

## Features of niix TMS

- Flexible user access rights control to access specific feature.
- Enable setting up of multiple departments according to organization structure.
- Flexible features to setup training program, content, schedule, assessment, etc.
- Training program can be attached with additional supporting reference materials.
- Assessment can be carried out in multiple formats include multiple choice, true/false, etc.
- Training content can be written in HTML editor format to strive on more specific contents.
- Training program can be assigned to individual employee, department, group, etc.
- Display of specific training program time frame for specific employee or group.
- Automated email notification to notify related party for related training program and assessment.
- Certificate is available for employee who has successfully completed specific training program and assessments.
- Maintain a historical record in database for each training program and assessment.

## Why niix TMS?

**niix TMS** features unmatched utility technology built to effectively create employee training program and assessments, publish training programs, update training calendar, monitor training progress, manage training resources and track history and progress of each training program without time zone and geographical barriers. In addition, niix TMS provides big payoffs for the employer in improving knowledge and competency of employee and further improve productivity and efficiency of the company.

**niix BI System** is a complete integrated platform equipped with intelligence applications and technologies for real-time data gathering, storing, analyzing, reporting and graph generating functions to help management to optimize performance, achieve business value, make better business decisions and stay competitive within ever-changing market.

Sophisticated yet user friendly tools and functions in niix BI System enable data extraction, data mining,

process mining, analytical processing, benchmarking and reporting include historical, current, predictive analytics, business performance management and analytical views of business operations. It enables business decision makers at all levels access to knowledge and insight of all comprehensive business information, prompting them to make tactical and strategic decision making faster, accurate and market-oriented.

## Benefits of niix BI System

- Improve efficiency, effectiveness, productivity and operational performance which further enhance financial position.
- Data extracted can be transformed into report for analysis, strategic action plan and execution for better business performance.
- Making smart decisions through actual proven tracked record and metrics rather than guess work.
- Provides fully functional business intelligence application to all levels management at real time basis.
- Easily accessible to data and deliver analysis and business reports according to individual user's needs and preference.
- Reduce losses as management can be informed automatically as soon as a specific performance metric goes above or below a certain limit within the BI system.
- Reduce overhead cost by being able to monitor business performance tightly and efficiently at real time.
- Achieves business performance visibility including critical business success parameters and metrics.

## Features of niix BI System

- Web-based access to corporate data which enables information readily available from anywhere and anytime.
- Integrated data extraction from multiple heterogeneous sources and larger data sets.
- Flexible security control at data source within the system based on users, roles and groups.
- Wide range of sophisticated chart types in analytical reports with embedded business logic and parameterization.
- Comprehensive multi-dimensional charting, dashboards and operational business analytics.
- User friendly ad hoc reporting wizards with flexible form editing functions.



## Why niix BI System

**niix BI System** provides powerful yet user friendly features for data extraction, analytics, sorting, filtering, dashboards, scorecards, automated alerts, forecasting, predictive analysis, reporting, graphs, charts, gauges and other unique and valuable tools to satisfy every user requirement.

Giving the fact that there is no one system to fit all businesses as each organization is unique in style, operating, functioning and requirements, niix therefore provide software customization services to businesses in various industries. We analyze your business functions, needs, processes, product and industry standards and requirements, then specifically tailor-develop personalized, feasible, cost competitive, scalable and robust software solution to suit your business requirements, provide positive and lasting impact on your business growth.

niix have specific experience team for various programs such as .net, ASP, PHP, Java, VB.net, C Sharp, VB and design work. We have the latest design software like Macromedia Studio, Photoshop CS, Ulead Audio/Video and Swish. Each team consists of an

experienced project leader who responsible for delegating work and monitoring the development's progress and productivity of the team members. With a solid industry experience, niix have successfully providing **customized software development** solutions to various industries include Fortune 500 enterprises, multi-national corporations (MNCs), blue-chip clientele and small & medium enterprises in various sectors as well as government agencies.

The use of tailor-develop software can greatly improve utilization of new IT technology, business process, efficiency, effectiveness, productivity and reduce costs of businesses. Should you have any requirements on software customization, please contact us now and we will be happy to assist you.

## Benefits of Software Customization

- It is a software solution that maps your unique business processes rather than changing your business processes to suit to the "ready-made" solution.
- Effective monitor and control of business processes within one system.
- Easier implementation without complex training as system is built according to business workflow.
- Automate business processes that best fit the unique needs of your business.
- Specific and efficient data processing following your business requirements.
- Software development and design of each business process had gone through detailed systems analysis for different business situations and applicable procedures.
- Greatly improve the scientific value of the software and bring huge economic benefits to business.
- Enhance business output by increasing the efficiency in handling business process.
- Offer cost effective solution by replacing manual work with automated system.
- Provide a platform for increasing capacity to handle future growth.

## Why Software Customization

Software is fully developed according to your unique business needs and requirements. Thus it ultimately well-suited to your business process and greatly reduce time frame required on implementing a new system.