



Q-Docs™

Secure and Centralized Document Storage

Create, store and manage all the documentation used by your teams with Q-Docs. From their mobile devices, managers and staff can search, access, edit and update version-controlled documents directly from one interface, without switching systems or searching through third-party applications.



Q-Docs makes it simple to create new documentation and define document workflows, permissions and expiration dates.

Robust Version and Access Control:

Easily assign permissions based on hierarchy, location and role. Assign approvers and reviewers and set them up with automatic edit notifications so they know right away when a document has been modified. Pin most used documents for quick access and navigate in fewer clicks on the modern UI.

Categorize and Tag Documents:

Customize categories and sub-categories by subject, type, hierarchy, permissions, reviewers and more. Ensure that everyone can easily access documents that are relevant for their role—and that no one accidentally edits or deletes the wrong document with permissions.



Everything You Need, All in One Place

Ensure that front-line staff always has real-time access to the most up-to-date documentation, without having to search through multiple systems and archives.



Keep all documentation in one place including SOPs, training, compliance and regulation documents



Link documents to tasks or messages in the Reflexis suite



Access from your mobile device or computer

