Contents

Organization Manual

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Line 23:

Line 23:
{{Portal flex/Box
|heading=[[OM:Introduction|Organization Manual]]
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|hdstatus=Nein
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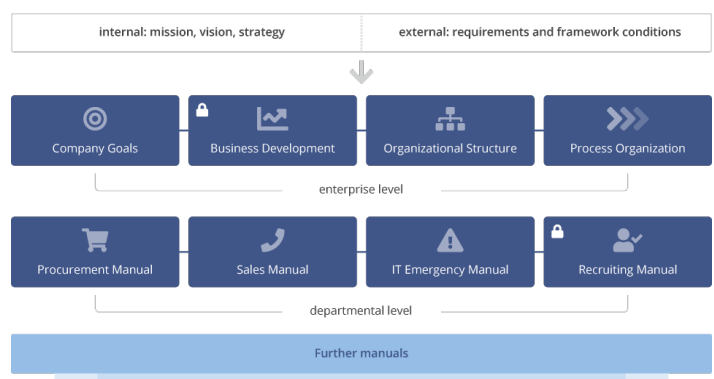| **Line 23:** |
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| {{Portal flex/Box |
| \|heading=[[OM:Introduction\|Organization Manual]] |
| \|content=<div class="screenshot">[[File:handbook-cover.png\|center\|**300x300px**\|link=OM:Introduction\|alt=Screenshot of book cover]]</div> |
| \|hdstatus=Nein |
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An **Organization Manual** is a structured summary of all regulations of a company. An organization Manual contains, for example, the company history, goals, definitions, organizational instructions and guidelines. If no separate [Quality Handbook](#) exists, the Organization Handbook can also contain all processes and work instructions.

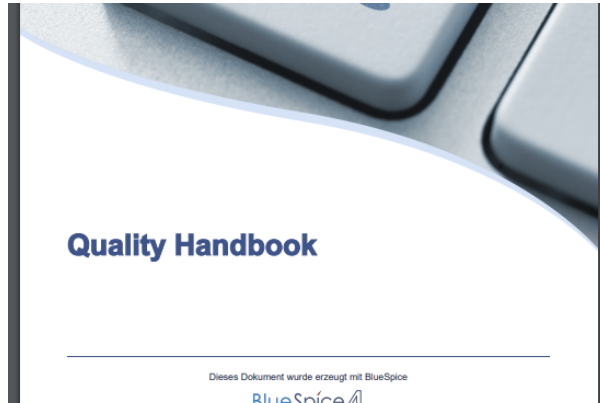## Organization Manual in a wiki

A Wiki is the ideal platform to provide and maintain an Organization Manual online:

- **Central point of entry:** The Wiki provides employees and employers with a central point of contact to look up uniform routine processes in their daily work:
  - Employees can use the search function to quickly find all important regulations.

- - The notification system keeps them informed of all new developments.
- **Legal requirements:** Pharmaceutical companies or banks, for example, must ensure that they have "access at all times to the standardized written processes, regulations, rules and organizational structures" of their company.

Example pages

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