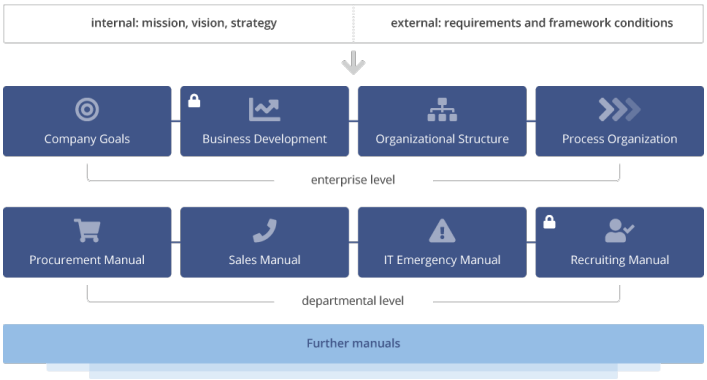
Organization Manual

Tour 4 Organization Manual next: Organization Manual

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.



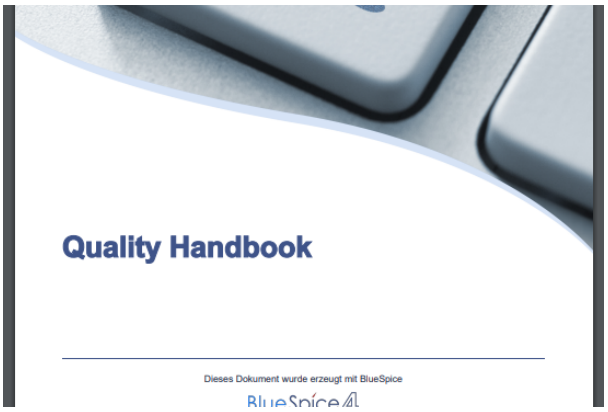
Organization Manual in a wiki

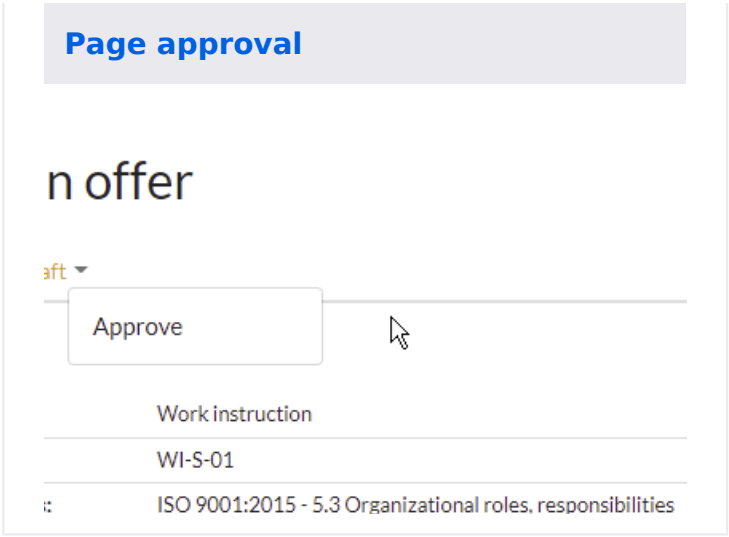
A Wiki is the ideal platform to provide and maintain an Organization Manual online:

- **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

Organization Manual





Tour 4 Organization Manual

next: Organization Manual