

# GUIDE – A MANAGEMENT SYSTEM THAT WORKS IN PRACTICE

**Guide is a management system built directly in Microsoft 365. It connects processes, documents, and governance where employees already work.**

**Instead of being a separate system, the management system becomes a natural part of the organisation's daily operations. The result is higher adoption, improved compliance, and more efficient audits.**

**Guide is delivered as a ready-to-use solution with a clear starting point that can be implemented quickly and then continuously developed as the organisation evolves.**

## THE CHALLENGE

Many organisations have a management system but rarely use it in daily work. Documents are difficult to find, processes are not consistently followed, and audits often become time-consuming. When governance and processes exist in a separate system, the threshold for using them in everyday work becomes too high.

## THE SOLUTION

Guide integrates processes, documents, and governance directly into Microsoft 365. Employees can work within the right process, with the right documents and the correct version, without leaving the digital workplace where their work already happens.

The result is a management system that is actively used in practice, while strengthening quality, traceability, and compliance.

## BUSINESS VALUE

Organisations using Guide achieve:

- **Higher compliance**  
Processes and governance are available where work happens
- **Reduced risk**  
The correct documents and versions are always used
- **Easier audits**  
Clear structure and traceable history
- **Lower system complexity**  
No separate platform to implement or maintain

## WHY GUIDE?

The solution is built in Microsoft 365 and does not require a separate platform or additional login. It is fully integrated into daily work, with processes and documents directly where the work already happens. Implementation is fast and the organisation can be up and running within a few weeks.

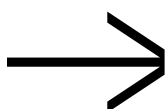
## WHAT GUIDE INCLUDES



## ABOUT NEXER WORKLIFE

Nexer Worklife helps organisations maximize the value of their Microsoft 365 investments by combining strategy, technology, and user experience.

Guide is part of Nexer's portfolio of solutions for the digital workplace and organisational governance.



Contact us: [www.nexerworklife.com](http://www.nexerworklife.com)

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