

ComplianceBridge

TotalCompliance®

Your organization has a unique set of processes and practices that sets it apart from other organizations. Some of your most valuable assets are the documents that show your staff how to follow these processes to achieve operational excellence. But often these critical documents are mismanaged. They may be dispersed throughout multiple computer systems and paper files, making them difficult to locate and update. Different versions can be circulated, causing confusion and costly errors. Distribution isn't properly tracked, and there's little or no acknowledgment of receipt by your employees, let alone understanding. Plus the demand for updates and new policies is relentless, requiring ever more resources just to keep up.

The ComplianceBridge **TotalCompliance®** solution provides a low cost, comprehensive, web-based corporate-wide service enabling and maintaining corporate control, legal and human resources compliance, and record retention. All organizations require knowledge about their Corporate Governance compliance and the ability to maintain, manage and monitor such compliance. Many organizations have a system for managing their documents. Some organizations have an on-line training system. Fewer organizations have an automated notification system, and hardly any have a compliance management and measurement system -- especially across the entire organization. There is a need for combining all four fundamental requirements of compliance for an organization in a single integrated solution.

TotalCompliance provides this need with a low cost, comprehensive, hosted service providing all four best practices of compliance in an integrated solution:

- Full lifecycle document management
- Automated notifications with reminders
- On-line knowledge access with testing, questionnaires and irrefutable acceptance confirmation
- Real-time compliance management and measurement

TotalCompliance provides a secure, on-line document management system that creates, controls and organizes documents. It is easy to define who can read, edit, approve, and publish a document. It eliminates out-of-date and inaccurate copies with automatic version control. Automatic reminders are sent when reviews are due and the status of documents – where they are in their lifecycle – is available on-line, at any time. Archived documents, with lifetime statistics, are maintained on-line.

TotalCompliance automatically notifies, and if necessary reminds, users regarding action required on a document. Targeted recipients can be organized by department, job classification, language, or other criteria. Each employee sees only the documents relevant to him or her, in one single location, and only the current approved versions.

TotalCompliance provides a single, secure location for knowledge access – reading, training, testing, approvals, and confirmation. On-line testing and questionnaires are directly associated with the documents and/or course materials that provide the information. There are no "broken links" between document management, distribution, training, and the compliance management systems. It automatically monitors employee access to a document, measuring understanding (test or questionnaire), and recording agreement/disagreement with the content of the document.

TotalCompliance provides a compliance management and measurement dashboard for management showing an instantaneous view of compliance metrics: who, what, when, where -- and most importantly who has not complied – by document, by test, by group, and with a drill-down capability to any individual.

TotalCompliance increases organizational efficiency through optimal real-time communication and knowledge access.

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