

TotalCompliance®

Because your policies and procedures are too important to leave to chance



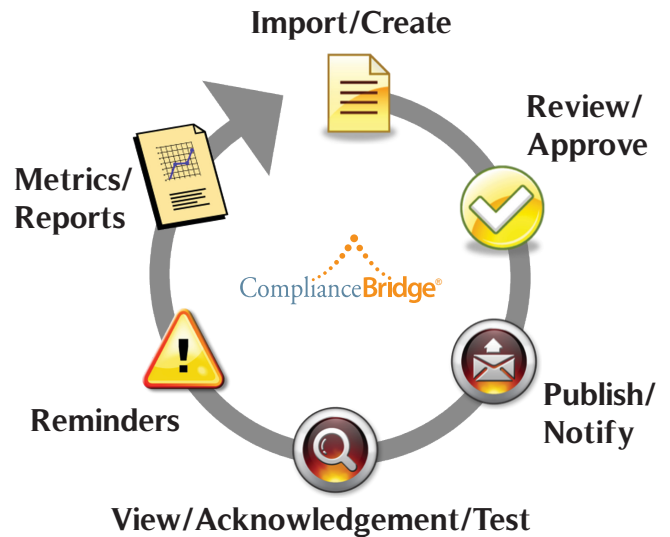
Total Policy & Procedure Management

TotalCompliance manages all policies and procedures from beginning to end. Documents are stored in a secure, on-line repository where you control access. Every document has a complete history including revision and date tracking. TotalCompliance can import any and all types of digital documents.

Finished documents are immediately available with automatic notification. You can also require employees to acknowledge and accept. With the management dashboard, you can see in real-time where each documents is in its lifecycle and who viewed and accepted it.

TotalCompliance comes configured to fit your exact needs. In fact, most organizations can successfully implement TotalCompliance in days. No other policy and procedure management solution is as flexible, comprehensive or cost effective.

Policy & Procedure System Flow



“ComplianceBridge has been a key tool in our overall compliance programs.”
 —Compliance Officer, Healthcare Organization



Improve Compliance

<p>Up-to-Date Content</p> <p>Instant access to the latest policies & procedures. Controlled workflow for document update and approval.</p>	<p>Targeted Distribution</p> <p>New policies & procedures sent to target users & groups. Notices make clear any required action.</p>	<p>Due Diligence Proof</p> <p>Audit trail of everything—versions, distribution, who reads, tests on and signs off documents.</p>
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Reduce Cost

<p>One Content Source</p> <p>Policies & procedures stored in one central online location. Old versions kept for reference.</p>	<p>Easy Access</p> <p>Employees easily find policies and procedures they need. Workflow simplifies revision processes.</p>	<p>IT Independence</p> <p>No IT hardware, software, installation & support costs. Secure web-based solution.</p>
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Essential Policy & Procedure Management Features

Robust Access Control

Define access by group and role. Assign specific tasks based on expertise, duty or department. Link related documents based on profiles.

Version Management

Maintain all historical data in a lifetime archive. Show the current version by default. Display differences between versions on command.

Flexible Distribution

Notify individuals, groups and distribution lists when policy updates are available. Target exactly who needs to know. Link from email to policies and related documents.

Automated Workflow

Streamline creation, revision, approval, distribution and reporting. Build in automatic review dates, expiration dates, reminders and templates.

Approval Staging

Automate document approval. Set order of review groups. Require first group to approve or reject before next group reviews. Terminate process if document not approved. Notify users & groups when approval is needed.

Digital Test and Signature

Require users to acknowledge new policies and procedures. Test their understanding of the content. Escalate as required to ensure compliance.

Tests and Surveys

Send periodic assessment tests, questionnaires, satisfaction surveys and feedback forms. View responses in real time on dashboards or reports.

Visual Dashboards

Easy to view dashboards show who has taken action on policies and who has not. See the status of all your compliance programs.

Extensive Reporting

Generate real time or periodic reports on compliance score by department, policies set to expire, users out of compliance and other critical analyses. Automate report generation and distribution.

Proactive Alerts

Send automated notices when assigning new tasks or documents. Set reminders and escalations to enforce compliance. Trigger content review using auto-review dates and expiration dates.

Public Portal

Publish content for public consumption. Integrate with your web site. Use this option when you do not need to track user action and content is not proprietary.

Fill-in Forms

Improve creation, distribution and logging of Checklists, Surveys, Request Forms, Safety Analysis, Employee Review or any form you manage. Drill-down on a per-form basis or generate reports by group, individual or specific answer.

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**I would recommend
ComplianceBridge to anyone.**”

—Business Process Engineer, Non-Profit

Why ComplianceBridge

We make policy management and risk assessment easier. Our cloud-based products eliminate IT dependency and accelerate adoption. We believe in long-term customer relationships. Our customers trust us to deliver the functionality and flexibility they need.