



ComplianceBridge Product Announcement

ComplianceBridge is pleased to announce Release 3.5 of its TotalCompliance® Software. The base upgrade is provided at no additional investment as it is included with your annual license fee. Forms, Message Board and Employee List are provided at an upgrade cost, as they require additional training and are features outside the functionality of the Policy and Procedure platform.

This new build includes the following major feature enhancements:

- **Upgraded Portal User Interface**

ComplianceBridge has updated and streamlined the Portal user interface with improved graphics and fonts. The color strips at the top and bottom of the page are easily modified by ComplianceBridge, let us know if you would like us to match your company logo. Just send us an email with the Hex Color code.

- **Upgraded System Settings User Interface**

ComplianceBridge has improved the System Defaults user interface on the System Settings tab in Administrator. The new look and feel includes all settings placed in similar categories, a description of the setting and your current setting. Also, settings that can only be modified by ComplianceBridge are displayed in grey with a description. Let us know if you want any of them modified.

- **eMail Template and Keyword Descriptions**

Included in Version 3.5 are descriptions of the eMail templates and what functions they are used for. Also, eMail keyword (variables) are described for your reference and notification is provided as to which eMails they are used in. Use them to customize and give a professional look to your eMail notifications issued by the platform.

- **Stand Alone Forms**

TotalCompliance Forms now includes the ability to send Forms without the requirement to Log-in to the application. A link is generated for each user at the time of Publish that contains user ID information. A click of the link displays the Form and when submitted the information is maintained under the user ID for reporting, etc. This feature greatly increases the click rates for Forms as the user experience is greatly simplified.

- **Form Approval Routing**

Forms now include the ability to be routed to supervisors and others for approval, then routed back to the end user automatically. They can now be easily used for things such as equipment requests, vacation requests or travel authorization.



- **Message Board**

The Portal now provides the ability for users to post messages in blog type fashion for other users to view. Messages can be posted by Group or per Document. This provides the ability for people to interact in the Portal and review and comment on policies, have discussion with other users from like Groups (location, Title, Department). Comments can be posted anonymously if allowed by the administrator.

- **Employee List**

An Employee listing is provided to include Name, Title, eMail, Phone etc. 6 optional fields are available, and the list can be sorted by any of the headings. eMail can be sent by simply clicking the user name in the employee listing.

- **Webinar Listing In Portal**

The library of ComplianceBridge webinars is posted on the help page in the Portal. Recordings are available for all users of the platform that have Portal access.

- **Automated Notification when an Advisor Accepts a Document**

Previously only available on Reject

- **Individual users Authenticated by ComplianceBridge rather than SSO OR AD (LDAP)**

Useful for allowing access for users not in Active Directory

- **Public Site has the New Portal new look and feel**

Useful for Higher Education and others with a Public Site

- **Director Displays ONLY the Documents Owned by the Group the User Is In**

Ease of use addition



- **Summary and Action Plan!**

There are many other minor changes and enhancements as well. These upgrades will improve system performance and increase the value of your initial investment, so please let us know via the Form as to when you would like your upgrade.

You can also request ComplianceBridge contact you to discuss the new features in more detail and to schedule a demonstration at your convenience. Our training and support are always available to you at no additional expense and we are always happy to schedule a support/training call.

We look forward to hearing from you!