



## ComplianceBridge *TotalCompliance*® Service

Whether demonstrating compliance with federal laws, industry regulations (SOX, HIPAA, etc.), or requirements of your business or business partners, all organizations require knowledge about their Corporate Governance compliance.

*TotalCompliance* helps you to:

- Quickly and easily publish documents to any group in your organization
- Record the reading, knowledge testing, and employee agreement with published documents
- Instantaneously provide detailed compliance metrics to management

### ***Extremely high volume of documents create problems for organizations***

Today's organizations have 100's, and possibly 1000's of policies, procedures, and other important documents. The majority of these documents are created in Microsoft Word™. In a worst-case scenario, the documents are distributed in hardcopy form. In a better scenario, the documents are published in Adobe™ PDF format to an Intranet location. The employee is expected to locate, read, understand, and agree to the content of the document. But do you know for sure...?

### ***Quickly and easily import and publish documents to any group***

The first problem with existing methods of getting information to employees is that with the extremely high volume of documents, it is very inefficient and costly to publish all documents and expect the employees to locate the documents relevant to them.

***ComplianceBridge TotalCompliance solves this problem*** by directly importing any type of document and automatically, electronically distributing documents to the designated employees. The employees find all documents relevant to them in one single location. They always see only the current, approved versions.

### ***Monitor the reading, knowledge testing, and employee agreement***

Second, most organizations do not know how many employees have read, understood, and agreed to the content of the document. With increasing mandates to provide compliance information, organizations are faced with increasing costs to collect compliance metrics and demonstrate compliance. What is your risk exposure from employees who do not read, understand and agree to policies and guidelines?

**ComplianceBridge TotalCompliance solves this problem** by automatically monitoring employee access to a document, measuring understanding, and recording their agreement/disagreement with the content of the document.

### ***Instantaneously provide compliance metrics to management***

Finally, with the current methods for distributing documents, it is extremely challenging and costly to report on compliance with a specific document, within a specific group, and be able to identify who has not read or agreed to a document.

**ComplianceBridge TotalCompliance solves this problem** by providing a management dashboard showing an instantaneous view of compliance metrics, by document, by group, with a drill-around capability to an individual level.

**ComplianceBridge TotalCompliance provides detailed, real-time knowledge about your organization's compliance!** We would be happy to demonstrate how all of the above can be accomplished ***in less than one hour*** and at ***a fraction of the cost*** of traditional document distribution and management methods.

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