

TotalCompliance® Solution

Optimize operations and maximize compliance with efficient document management



Your organization has developed a unique set of business processes and practices that sets it apart. Some of your most valuable assets are the documents that show your staff how to follow these processes to achieve operational excellence.

But these critical documents often don't get the consideration they deserve. 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.

In the end, time and money are wasted, and compliance can't be monitored or validated. Not only is your organization at risk, it can't operate to its highest potential. In today's competitive and highly regulated environment, you can't afford that.

TotalCompliance from ComplianceBridge® helps you get the right documents to the right people at the right time—and know when they've been read and accepted. It creates an efficient cycle of communication and control regardless of the number of people, business functions, or documents you have. Use it for all business-critical processes, including government regulatory compliance, human resources and training, safety and emergency preparedness, finance and accounting, and legal.

A web-based solution with a low-cost fee structure, TotalCompliance requires no expensive hardware, software, or IT resources. Your managers, employees, and contractors only need a browser for online access to documents and compliance measurement tools, whether they're at work, at home, or on the road.

TotalCompliance delivers total document management in one easy-to-use, cost-effective solution.

Total efficiency and effectiveness

Productivity and performance

Your employees have online, 24/7 access to the information needed to improve job performance. Your managers have the tools to monitor receipt of key documents, and even receive feedback on them in order to fine-tune processes.

Resource optimization and ROI

TotalCompliance is an inexpensive, web-based solution that saves time and money right from the start. There's no hardware or software to purchase, and the fee structure keeps costs predictable and affordable over time.

Compliance and Control

TotalCompliance shows you a global view of compliance and allows you to drill down to see exactly who understands and has accepted a specific policy. It represents the best practices in compliance—and your best strategy to reduce the threat of litigation, serious errors, or other risks.

Total document management

TotalCompliance manages all of your business-critical documents from beginning to end. Documents are stored in a secure, on-line repository where you can control the levels of access. Each has a complete history of actions taken, including revision and date tracking. The system can import any and all types of electronic documents you have.

Finished documents are immediately available with automatic notification via email, phone, or fax. You can also specify requirements for employee acknowledgment. At any

time, using the management dashboard, you can see where each document is in its lifecycle and who has viewed and accepted it.

ComplianceBridge will work with you to ensure that the solution is quickly configured to fit your exact needs. In fact, most organizations can successfully implement TotalCompliance in just a few days. No other document or compliance management solution is as flexible, comprehensive, and cost-effective.

Total the advantages

Automated document management

- Allows you to create, edit, review, approve, publish, read/learn, archive, and audit all types of policies and procedures online
- Automatic notification and reminders via email, phone, or letter eliminate “broken links” and excuses
- Lifetime statistics are maintained for each document for easy tracking
- Version control eliminates wasted time and effort as well as the potential for errors and non-compliance

Complete compliance

- The unified solution supports all areas of corporate governance, regulation, and litigation support
- Comprehensive management dashboards provide global, up-to-the-minute views of compliance metrics across the organization
- Management has 24/7 web-based access to the dashboard in any location, on any schedule
- Drill-down capabilities for all levels give a detailed picture of employee knowledge base and compliance
- Irrefutable document acceptance confirmation results in full accountability from employees
- Delivers quick access to documentation and reports during audits or other critical situations

Organizational efficiency

- Presents employees only the documents relevant to their jobs
- Uses simple controls for defining who can read, edit, approve, and publish documents
- Incorporates online course materials, questionnaires, and tests to improve employee knowledge and performance
- 24/7 web-based access through a consistent, easy-to-use interface that results in better employee acceptance and results
- Eliminates document handling and distribution errors or inefficiencies that result in non-compliance
- Incorporates a feedback mechanism for employee comments to help promote continuous improvement

Low cost of ownership

- Only 49¢ per month per employee, and costs are predictable and affordable over time
- Priced significantly lower than the cost of developing and maintaining similar capabilities in-house
- Web-based, hosted system with no software or hardware costs, and no burden on IT staff
- Flexible and scalable enough to fit into any environment
- Easy integration that can result in operation within days after implementation

Get started now

If you have business-critical documents, or operate under any regulatory constraints, you need TotalCompliance. Contact us today for a demonstration and free access to your own secure evaluation site. Once you see the difference TotalCompliance can make, you won't want to operate without it. Call today toll-free, (800) 317-2820, or email us at cbinfo@compliancebridge.com

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