

Document Management

- Ability to upload electronic files ("documents")
- Ability to manage a library of documents for the company ("Company Documents")
- Ability to restrict who can read, modify, approve or delete My Company documents
- Ability to launch a workflow to obtain approve of a document from one or many users or groups
- Ability to manage a library of documents of individual users ("My Documents)
- Ability to create folders and subfolders
- Ability to pin, bookmark and tab documents
- Ability to restore documents from the "Trash"
- Ability to manage the approval and control the version of documents
- Ability to expire documents with built-in alerts sent to affected individuals or groups.
- Ability to associated documents to entities throughout the application, e.g., compliance tasks, regulations, surveys, inspections
- Ability to e-sign documents, e.g., policy acknowledgement.

Compliance Management

- Ability to create and track compliance activities across multiple business units and sites
- Ability to create and associate compliance activities with regulatory requirements, risk surveys and inspections, documents, etc.
- Ability to launch and follow workflows for different types of compliance activities such as Case, CAPA, Task and Event
- Ability to show compliance activities on a calendar with month, week or day views
- Ability to receive via email notifications, reminders and escalations associated with compliance activities
- Ability to launch investigation, Root Cause Analysis (RCA) and CAPA workflows from within other compliance workflows
- Ability to conduct advanced searches on compliance activities
- US Federal Compliance Reports in their exact formats:
 - o OSHA 301
 - o OSHA 300A
 - o OSHA 300 Log
- Ability to view compliance activities in configurable reports and dashboards



Regulatory Change Management

- Ability to seamlessly access united states federal and state regulations
- Ability to import digital regulatory content for other U.S. and non-U.S. regulatory jurisdictions
- Ability to import other digital content such as standards, policies, procedures, etc.
- Ability to analyze digital content using cognitive computing technology to identify compliance requirements
- Ability to manually enter regulations and standards and identify applicable compliance requirements
- Ability to create categories of regulations and requirements
- Ability to establish a library of digital content accessible to business units, sites and asset for determination of applicability
- Ability to automatically compare older versions of regulatory and other content with the latest changes to compare the differences and enable updates to applicable tasks, documents, risks, inspections, surveys, etc.
- Ability to notify and alerts to individual or groups of changes to regulations
- Ability to associate regulations and requirements with one or many business units, sites, asset types and assets
- Ability to associate requirements with compliance action and workflows, learning management and training plans, risks, risk surveys and inspections, documents
- Ability to view regulatory information and requirements in configurable reports and dashboards



Risk Management

- Risk Taxonomies and Risk Register
 - o Ability to create and manage a single repository using standard taxonomies for risks and controls
 - O Ability to create and manage a risk register with standard and customizable risk criteria and rating scales for inherent and residual risks
 - o Ability to create a standard risk events and risk library
 - o Ability to assign risks to business units and responsible persons
 - o Ability to create standard control type and control libraries
 - o Ability to associate one or many controls to risks and identify the control efficacy for evaluation of which controls are most effective to implement
 - o Ability to view risk and control data in configurable reports and dashboards
- Risk Surveys and Inspections
 - Ability to create frameworks, questions and questions banks to be used to create risk survey and inspections
 - Ability to define survey and inspection scoring including risk weightings and risk threshold criteria
 - o Ability to create, publish, and assign to one or many users or groups risk surveys and inspections
 - o Ability to send email notifications with links to the survey enabling users to log in and complete surveys and inspections
 - o Ability to track survey and inspection progress and analyze the results against risk scoring and threshold criteria
 - o Ability to take action if a risk survey or inspection exceeds threshold criteria
 - o Ability to view risk and control data in configurable reports and dashboards



Learning Management

- Ability to create training plans and assign people to training plans
- Ability to complete training via the Learning Management (LMS) or Learning Content Management Systems (LCMS)
- Ability to provide certifications from governing bodies for applicable training courses
- Ability to provide up to 6200+ role specific courses in EHS, Real Estate, Career, Ethics and Compliance, Insurance, IT and Software Skills, and Food and Beverage Programs
- Ability to serve up customer-specific training materials in the LMS or LCMS
- Ability to view learning management data in configurable reports and dashboards

REPORTING AND BUSINESS INTELLIGENCE

- Ability to create and configure custom reports and include parameters from multiple sources in the same report
- Ability to display report results in grid view
- Ability to create any custom formatted report using Microsoft SQL Server Reporting Services
 (SSRS) without being limited to canned reports
- Ability to create dashboards and visualize data in charts, cards, pivot table, grid, gauges, maps
 and more
- Ability to analyze data trends using powerful business intelligence module
- Ability to analyze your report data with drill-down, drill-up, date ranges, and data filtering capabilities
- Ability to create calculated fields and use them in the dashboard data set
- Ability to export graphs and other elements of dashboard to pdf format
- Ability to export reports results into Excel, PDF, or CSV file formats
- Ability to view reports data sets in Excel and perform data slicing and dicing using Excel capabilities



Reporting and Dashboards

- Ability to view and download standard reports
- Ability download reports in PDF, Excel and CSV file formats
- Ability for users to create user-defined reports
- Ability for vendor to create and publish custom reports to customer portal
- Ability to edit the selection and layout of dashboards
- Ability to create individual dashboards ("My Dashboards")
- Ability to create and publish dashboards for all users ("System Dashboards")
- Ability view graphs, charts and tables on Dashboard panels

Administration

- Users
 - o Ability to import and set up users via an Excel template
 - o Ability to create and manage individual users and user groups
 - o Ability to assign user rights and permissions to users and groups
 - o Ability to create roles based on user access and permission rights
 - o Ability to deactivate and reactivate users
 - o Ability to assign users and groups to an organization
- Organization
 - o Ability to create an organizational hierarchy of business units and locations
 - o Ability to create a library of sites to associate to business units and locations
 - o Ability to create asset types and assets to associate with sites
- General
 - o Ability to create custom fields
 - o Ability to receive and view emails and alerts within the application
 - o Ability to look up software release and release notes
 - Ability to contact, or register a ticket for, customer service and support from within the application

