

## MANAGE YOUR POLICIES & PROCEDURES ONLINE

GO FROM THIS...



TO THIS!



## Introducing the Complete Policy Management Software Tool

**rest easy** and pass compliance audits smoothly.

Have the most accurate and up-to-date policies available to your employees and auditors at anytime, anywhere. Relevant information, such as last review date, who has read, and when it was read is available with the click of a button.

**excuses**, get rid of them.

Never hear another excuse that an employee didn't know a procedure. Policy & Procedure Manager notifies, tracks, and even quizzes employees on policies that they are required to read and know.

**save** time and money.

Forget running back and forth for approvals, holding unnecessary meetings, explaining policies and procedures, and spending countless hours creating reports. With Policy & Procedure Manager, all of this can be done within seconds, saving your organization thousands of dollars in time and resources.

### key benefits

- Simplify compliance audits
- Find policies promptly
- Approve policies quickly
- Access anytime/anywhere
- Know who hasn't read policies
- Notify staff automatically
- Automatically archive old policies
- Provide training online

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