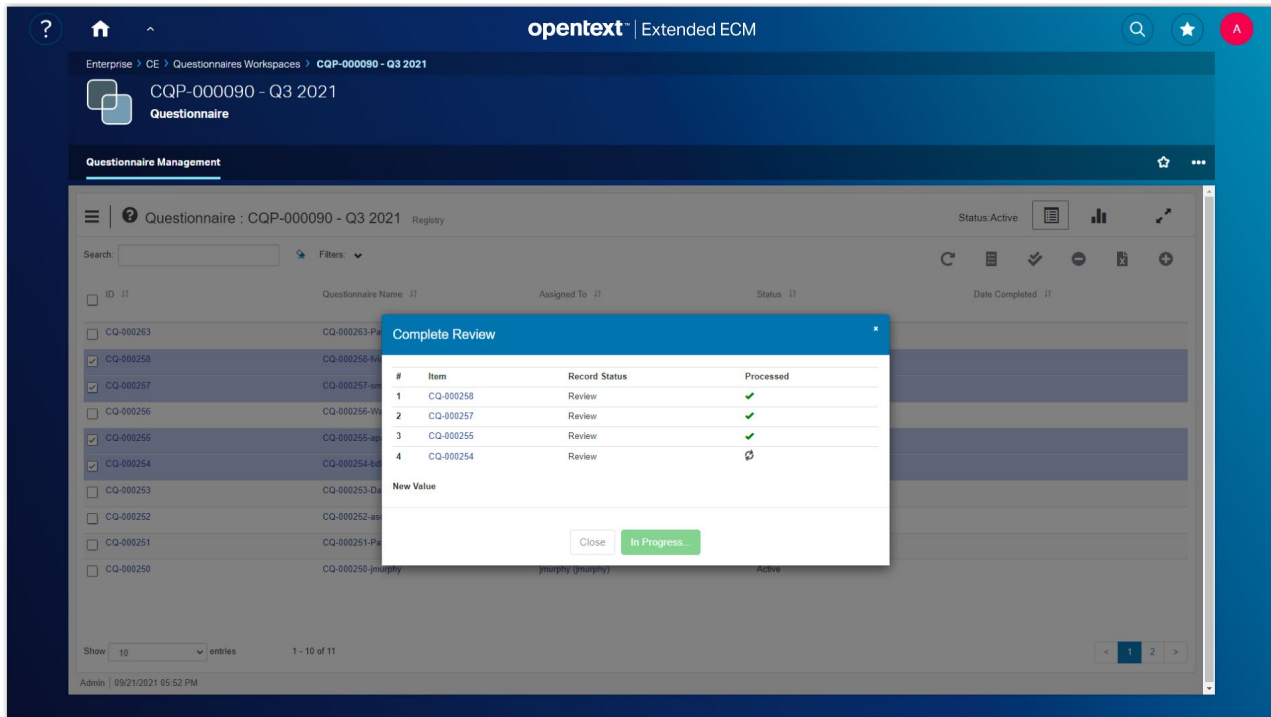


## Solution Overview

# OpenText Compliance Questionnaire for Extended ECM

Every organization must demonstrate compliance to their respective regulatory bodies. Distributing and collecting completed compliance questionnaires are often part of this process and can range from annual disclosure questionnaires to health and safety compliance questionnaires. Many organizations conduct this process manually or with general purpose technologies, such as email and Microsoft® Excel®.

**OpenText™ Compliance Questionnaire Management for Extended ECM** is an integrated and configurable workflow-driven solution that standardizes how an organization creates, approves, initiates, distributes, and tracks compliance questionnaires in a centralized system. Compliance questionnaires can be designed to meet company-wide or department requirements leveraging Extended ECM capabilities such as security, audits, records management, and configurable notifications for managers and participants.



## General

- **Questionnaire types and content:** Allows for easy management of all organization questionnaires through questionnaire types and questionnaire design.
  - Simplify company questionnaire management
- **Copy questionnaire plans:** Duplicate all questions from a previous questionnaire.
  - Reduce time, eliminate errors, reuse existing questionnaire content
- **Single system for all compliance questionnaire data:** Easy to create, amend, approve, distribute, and track questionnaires.
  - Increase efficiencies and improve compliance
- **Multiple compliance questionnaire workflows:** Pre-configured questionnaire workflows provide defined processes and a systematic way of managing and capturing compliance questionnaires and responses. An extensible framework allows easy registering of new workflows for specific questionnaires.
  - Ensure compliance for all questionnaires
- **Compliance questionnaire history and trends:** Report and understand all compliance questionnaire activities.
  - Demonstrate compliance, improve processes, simplify end user tasks
- **Questionnaire certificates:** Automatically create PDF certificates for all completed questionnaires.
  - Maintain compliance records, demonstrate historical questionnaire data
- **Records management:** Use OpenText™ Extended ECM platform and Extended ECM Record Management features to dispose of questionnaire certificates based on RSI configuration.
  - Adhere to company record management standards
- **Real-time data and reporting:** Out-of-the-box configurable reports and dashboards show real-time data.
  - Improve decision-making, increase efficiency
- **Integrated compliance team actions:** Ensure compliance teams can quickly determine what questionnaires need further review and which questionnaires can be approved in bulk.
  - Enable compliance team efficiencies, increase employee compliance
- **Notifications:** Configurable system-generated notifications ensure employees are notified of outstanding questionnaires through repeating reminders.
  - Improve questionnaire completion
- **Clear visibility of the questionnaire process:** Complete end-to-end visibility of your compliance questionnaire process to understand the status of each questionnaire.
  - Better control, increase efficiency
- **Extended ECM security features:** Benefit from the user access, permissions and collaboration features of Extended ECM.
  - Maintain compliance, security and records management
- **Easy deployment and easy to use:** An Add-on pre-configured solution for Extended ECM, which is easy to deploy. Questionnaire completion doesn't require Extended ECM experience.
  - Save time in deployment, reduce training time, increase user adoption, increase questionnaire completion rates

## Single system

- **Single system for all questionnaires and responses:** A central database for all questionnaires and responses allowing easy access for relevant personnel and departments. Questionnaires can easily be created and reused, and the responses collated and actioned. This content is fully searchable using the Extended ECM industry-leading search engine.
  - Access to records in all departments, increase efficiency and improve quality
- **Questionnaire creation:** Form views allow for users to define questionnaire structure and content via interactive forms.
  - Developer and administrator resources are not required, easy to use, reduce costs

## Compliance

- **Audit trail:** Full audit trail of compliance questionnaires, purpose, questions, employees involved and PDF questionnaire certificates available.
  - Demonstrate and maintain company regulatory compliance. Determine employee compliance with Standard Operating Procedures
- **Permissions:** Define and control users who can create questionnaire types and plans, who can assign users to questionnaires and who is assigned questionnaires.
  - Ensure correct users have appropriate access
- **Procedure compliance:** Ensure all compliance questionnaires occur in a controlled and timely manner.
  - Maintain regulatory compliance

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