

Welcome to the Compliance Manager User Guide. This document will guide you through each screen of the system and provide prompts for ease of use.

Home	ISO Standards 👻	Services 🗸	Solutions <del>-</del>	Customers 🗸	Contact Us		W.CO.
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	Project & Doo	cument Mana	ger			=	
	Task Orga	aniser			Turning Deads		
	Reco	ord Training &	Suppliers			41111 41111	
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The following pages will take the user through guidance on:

- 1.0 Log In
- 2.0 Home
- 3.0 Admin Mode
- 4.0 Projects
- 5.0 Tasks
- 6.0 Incidents
- 7.0 Training
- 8.0 Suppliers
- 9.0 Reports
- 10.0 Log Out



# 1.0 LOG IN

The screen below will appear. Type in your user name (make this your e mail address) and allocated password. "Change My Password" allows'

you to change passwords. "Forgot My Password" prompts an e mail remainder.

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		Compliance Manager
Systems		version 2.2
Home		Logged in as: Login
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#### **2.0 HOME**

This view will display the Policies, Procedures and Forms that the users can access in a Read Only format. Users cannot add, delete or archive documents.





# 3.0 ADMIN MODE

# This mode is only available to the Client Administrator.

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When you hit Admin Mode the screen below appears. Admin mode allows the user to Add Folder, Move Folders Up and Down, View Archive, Edit, Delete.

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Systems		version 2.2
📅 Home 🚔 Projects 📰 Tasks	🕑 Incidents 🔊 Training 🗧 Appliers	<b>.lı</b> Reports
Home > Documents > Admin Area		Logged in as: sysadmin@ims.com Logout
Document Set		
Choose Folder or Document		-
ISO9001:2015     ISO3834-3     Integrated Management System Manual     Procedures Library     Management Kettings     Health & Safety Work Instructions     Iterrelates     Certs     Policy documents     SGS Audit Reports     Suppliers	<ul> <li>GS audit sheet.xlsx</li> <li>Operator Chernist for Fork Lift Truck.doc</li> <li>Lean Street Map.xlsx</li> <li>supplier evaluation 2015.xlsx</li> <li>Daily workstation checklist template 2015.xlsx</li> <li>Supplier Evaluation Matrix 2017.xlsx</li> <li>Attendance Register 2017 Employees.xlsx</li> <li>Supplier Evaluation Matrix18.xlsx</li> </ul>	
Selected Folder Options	Selected Document Options	â .
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# IMS LTD

Admin mode allows the user to Add Document, Move Documents Up and Down, Check Document Out, Version History, Archive, and Delete.



#### Add Document

This facility allows the Client Administrator to add documents and check them out/in for editing. When you add a document or update a document every user gets an automated e mail. This helps with awareness and training on Policies & Procedures.





#### **Edit Users**

This option allows the Client Administrator to add Users to the system, creating a User Name and Password.



When you click on a User Name the screen below appears. The Client Administrator can also Disable Users who no longer require access to the system.

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# IMS LTD

You can give a user full Admin rights, Read Only, or No Access to each area, Home, Projects, Tasks, Incidents, Training, Suppliers, Reports.

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Home O Admin ® Read Only D No Access						
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Tasks	CAdmin Read Only No Access					
Incidents	Admin Read Only No Access					
Training	CAdmin Read Only No Access					
Suppliers	Admin Read Only No Access					
Reports	Admin Read Only No Access					
	Update Permissions					
Back Disable User						
	© 20	19 Innovative Management Systems Limited    Download User Guide				
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# You can hide Users who have left the Company

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ser Name				Last Activity D	Date		Deactived Users
imin@erm.com				14/06/2018			
Add User Back							



### **File Types**

This allows the Client Administrator to add file types to the system, for example .pdf.

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# 4.0 **PROJECTS**

The Projects option allows users to share project information with colleagues in other locations, e.g., site-based staff.

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# IMS ITD

# 5.0 TASKS

The Tasks option is available to both the Client Administrator and the Read Only User. The Task List allows a task to be added. Tasks can also be deleted.

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Select Category	× +						-	٥	$\times$
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Select Category							Add Task		
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Problem: Major						 			-
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#### **Choose ISO Standard**

This allows the Client Administrator and Read Only User to choose which ISO standard to audit, the ISO Category, and ISO Item.

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Wednesday, February 20, 2019					L Admin Options: Us	sers   <u>File Types</u>
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lome > <u>Tasks</u> > Add Tasks				Logge	d in as: sysadmin@in	ms.com <u>Logout</u>
Add Task						
Audit / Procedure / Process Title	Intere	sted Parties				
Select ISO	ISO 2	27001:2013 Information	Security Management Sy	stems 🗸		
Gelect ISO Category	04. C	ontext of the organisatio	n 🗸			
Select ISO Item	4.1 U	Inderstanding the organi	sation and its context	~	]	
Details						<u>^</u>



#### **Corrective/Preventive Action**

This option allows the Client Administrator and Read Only User to add a Corrective/Preventive Action and a Due By Date for completion. Users can also add an Alert to be sent to the auditee.

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lassification	Observation V	
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ue By Date		
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documents added		

When the Corrective/Preventative Action is due the user completes the screen below. Supporting documents can also be added.

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#### **Root Cause Analysis**

This screen allows the Client Administrator or Read Only User to allocate a Root Cause Analysis reason to the task using a drop down menu. An "Other Reason" option is also available. The Task screens can be amended at any time by clicking on the "Edit" option.

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orrective/Preventive reviewed and approved		
osed Date	Thursday 28-Feb-2019	
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oot Cause Analysis		
oot Cause Analysis Notes		Ŷ
dded Date		
CA: Reason	N/A	
her Reason	User Error Lack of Training	
pdate <u>Cancel</u>	Absence of Procedure Lack of Information Breakdown of Communication Supplier Error	
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# 6.0 INCIDENTS

This option allows the user to add incident reports.

	February 21, 2019	9						$\backslash$	L Admin Options: Us	ers   <u>File Type</u>
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					Incidents				Reports	
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ctive 🗸	Incidents								Add	Incident
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XYZ	TD 08/08/201	18 08/08	/2018	08/08/2018	External	Active	Shared Services	XYZ LTD	Operations	â
ABC	td 29/06/201	8 29/01	/2018	01/08/2018	Internal	Active	Shared Services	ABC Ltd	Human Resources	â



# 7.0 TRAINING

The Training option allows an Employee to be added. Employee details can also be deleted.

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🔒 Home	🚔 Projects	🖀 Tasks	Incidents	🔊 Training	Suppliers di	Reports
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mployee List						Add Employee
Name	Job Title	Start Date	e F	inish Date	Next Appraisal Date	
Bloggs	Director	02/10/2013	02/12/2	013		Delete
ff Johnston	Surveyor	29/11/2013				Delete
hn Jones	Engineer	29/11/2013				Delete

# **Add Employee**

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ualifications			All r emplo	elevant qualifica yment history pas	tions to be added t and present	throughout the Er	mployees ,	*

# IMS LTD

# Add Training Courses, Appraisals, and Employee Termination

This allows the user to add details of training courses attended, appraisals held, and employee termination. Alerts can be set to prompt subsequent appraisals.

Office 365 Login Microsof		
Training Courses		Add Alert Add Training Course
	Course Title	Date
dit 9001 Refresher		13/06/2012
Lisert Title of course, date, location and in Insert proposed course title dates for the y Additional option of uploading employee CF	ormation regarding the content of the course. ear ahead. D Certificates to be confirmed.	07/09/2011
ppraisals		Add Alert Add Appraisals
	Objectives Established	Date
JB received site safet, certificate		16/06/2014
tit Within this section outline the list of agreed	bullet point objectives and goals discussed with Appraisee. Option of uploa	iding PPA or PPD documents. 29/09/2011
mployee Termination		
nish Date	31/12/2018	
eaver Interview	Insert evidence of leaver interview of when the interview and if any further actions or interview.	where and who conducted tasks has risen from the

# 8.0 SUPPLIERS

The Supplier option allows the User to produce an Approved Supplier List. Supplier details can also be deleted. /

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	Name	Re-evaluation Date	ISO Certified?	
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odde			$\checkmark$	Delete



# **Add Supplier**

This allows the User to add a supplier record.

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IMC Integrated Management		Con	npliance Manager
Systems			version 2.2
me > <u>Supplier List</u> > Edit Supplier		Logged in as:	sysadmin@ims.com Logout
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ddress	34 Narrow Road Reading	$\hat{}$	
ontact Person	James Early		
lephone	0967822345		
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#### **Add Performance Evaluation**

This allows the User to add a performance evaluation record for the supplier. A decision can be made on continuing to use the supplier. I

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<u>me</u> > <u>Supplier List</u> > <u>Edit Supplier</u> > Add Per	formance Evaluation	Logged in as: sysadmin@ims.com Logout
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ate	21/02/2019 *	
ext Evalution Date	31/01/2020	
ontinue To Use?	• Yes	



#### Add Alert

This option allows the User add an alert and a date. This will allow an e mail alert to be sent when the next supplier evaluation is due.

Integrated Management Systems		Compliance Manager
		version 2.2
ne > Supplier List > Add Alert		Logged in as: sysadmin@ims.com Loggu
ld Alert		- 55 ,
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#### 9.0 **REPORTS**

The Reports option allows the User to generate five reports, Task Progress, RCA Reason, Incidents, Training and Suppliers.

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Home > Report List					Logg	ed in as: sysadmin@ims.com L	.ogout
Report List							
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Incidents							
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Suppliers							_



For example choose a report for Training below, select a date from and to then click the Load Report button.

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A report in the form of a bar chart will appear as in the screen below.





#### 10.0 Logout

Click on the "Logout" option on the top right of the screen.

