

# Make Sure your Compliance & Policy Mandates are Met

## Automate Compliance, Get Visibility

Many companies face organizational and budget issues with management of growing governance requirements and operational transparency. Avoid duplicating efforts when you formalize and automate critical processes, making compliance management and internal policy tracking secure and effective.

If you already use department-specific automation software, Comindware can power it with process automation and next-step Task generation. Plus, Comindware makes any integration simple and successful with Comindware WebServices API.

Comindware gets you started quickly with pre-designed, customizable C&P process management templates. Change these as you'd like and add any number of new processes. Finally, interconnect all of your processes so you see the entire picture, not just a small piece.

## With Comindware Tracker you can

- Meet Changing Governance Requirements
- Track Safety Incidents
- Maintain a Hazard Registry
- Ensure Employee Certification
- Coordinate Product Certification
- Track Policy Changes
- Collaborate via centralized discussions and file sharing
- Keep track of everything with flexible reporting

### Key Benefits

- Improve C&P management
- Streamline collaborative Workflows
- Cut hidden costs
- Improve visibility and manageability

## Features & Benefits

### Web-Based Compliance & Policy Management

- Web-based; nothing for users to install
- Either on-premise or SaaS delivery
- Looks & works like familiar MS Office applications

### Easy Compliance & Policy Process Management

- Visual Workflow Builder and Workflows for SharePoint
- Change workflows "on-the-fly" —no need to design everything perfectly up front
- Custom C&P Workspace gets you started quickly

### Integrated Task Management

- Includes Comindware® Task Management™, providing each user with unique environment for managing tasks
- Deep integration with MS Outlook lets your team work on Comindware-enriched tasks natively within Outlook Tasks

### Streamline Workgroup Collaboration

- Automate a sequence of tasks
- Unique ConnectStep™ technology streamlines execution by automatically generating next-step tasks at each step of collaborative workflow process
- Automated issue tracking makes it easy to manage issues, requests, changes, and more
- Built-in collaboration features and document management helps users collaborate more effectively

### Know What's Going On

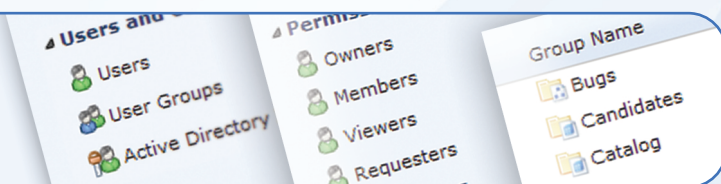
- Configurable lists and dashboards make it easy to track the status of tasks, issues, priorities, and more
- Flexible reporting and historical analytics provide real-world performance metrics against goals.
- Work discovery lets you know how your C&P initiatives are doing



## Don't Leave Your C&P to Chance

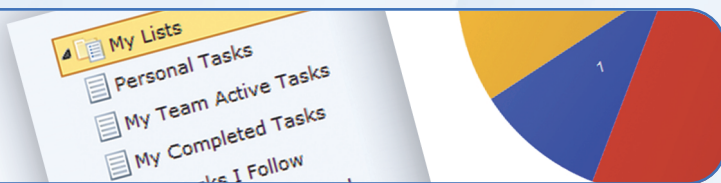
Tracking and managing health, safety and environmental regulations (HSE) issues help you find and avoid the root cause of serious problems. Statistical analysis of these issues by category is available with custom searches and dashboards. Be sure all your employees have completed the appropriate certifications with a ready-built, configurable employee certification process tracker. You can always see previous certifications with dates, results, training manager and any other information you need. Plus, keep any policy changes on track and be sure that there are no flaws in your organization's operations. With multiple customizable approvals you can put the right people in charge of important changes so nothing can be modified without their blessing.

## Simple & Secure



Comindware Tracker is simple enough for anyone to use yet provides enterprise-grade security and scalability for your Compliance & Policy initiatives. You can set customized security rules as needed, with just a few clicks. Integrate with your Microsoft Active Directory for easy import of users with approved network authentication.

## Reporting & Visibility



Track status and priorities through customizable lists & dashboards. Check "My Active Tasks", tasks of team

members, completed tasks, overdue tasks, upcoming tasks, and the like, all customizable, filterable and role-based. Historical reporting and analysis provides useful data against goals, all on a single instance throughout your organization.

## Get Comindware Workflows for SharePoint and Tasks for Outlook



Easily design Workflows in SharePoint if that's what your team uses. No programming required. Plus, your team can collaborate and work on Comindware-enriched tasks directly within Outlook's task management interface without having to learn a new system.

## Comindware Tracker Elements

- |  |                         |  |                        |
|--|-------------------------|--|------------------------|
|  | Workflow Automation     |  | Project Management     |
|  | Reporting & Dashboards  |  | Task Management        |
|  | Document Management     |  | Customized Workspaces  |
|  | Issue & Bug Tracking    |  | MS Outlook Integration |
|  | Automated Notifications |  | Integration & API      |

## System Requirements for On-Premise Delivery

Host Server Hardware  
4 GB RAM (32-bit OS) or 8 GB (64-bit OS)

Host Server Software  
Windows operating system with Microsoft .NET Framework 4.0. Microsoft Internet Installation Services (IIS) 5.0 or higher if installing Comindware on an IIS web server.

### Supported Browsers

- Safari
- Firefox
- Internet Explorer 8+
- Chrome
- Browsers on mobile devices such as iPhone, iPad, Android, and others
- Browsers must understand JavaScript and Cookies