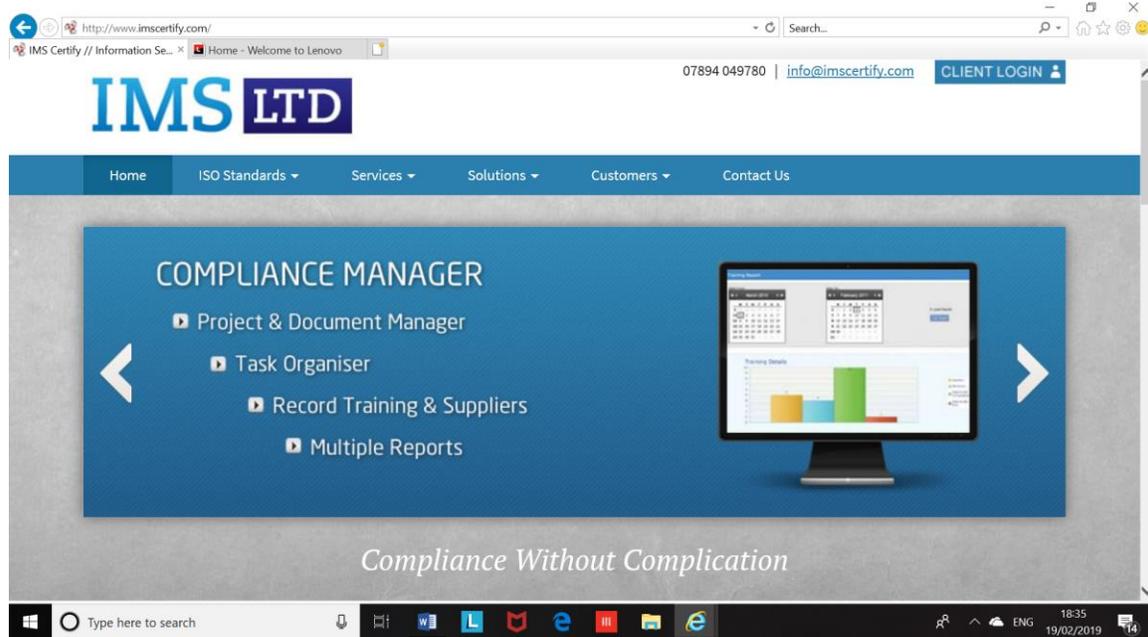


Welcome to the Compliance Manager User Guide. This document will guide you through each screen of the system and provide prompts for ease of use.

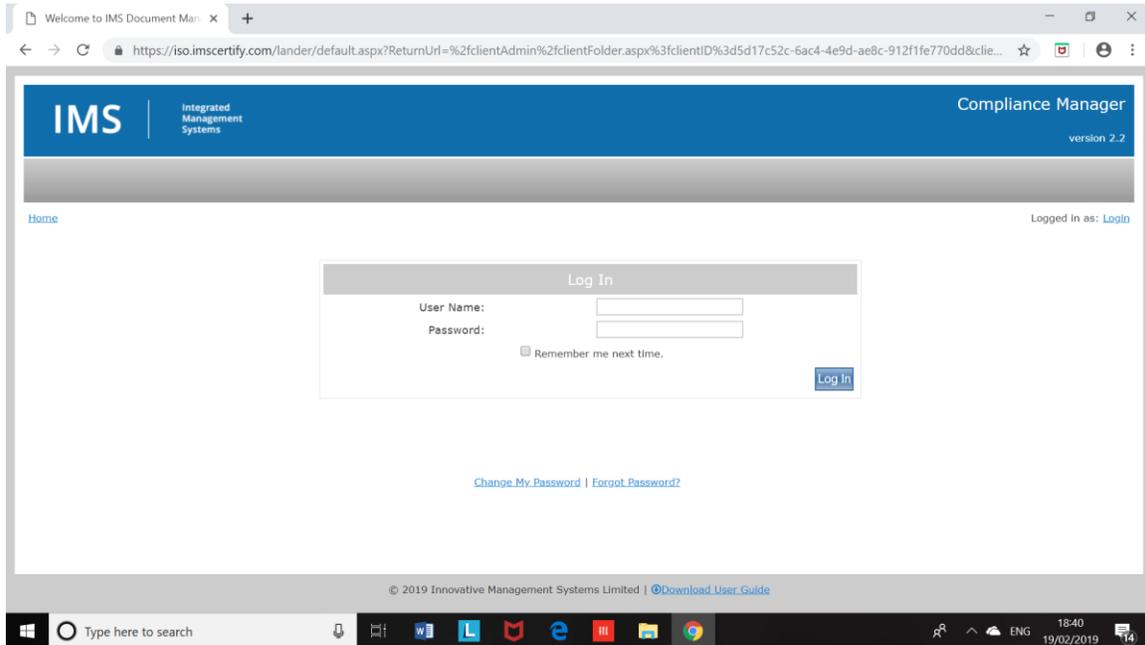


The following pages will take the user through guidance on:

- 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

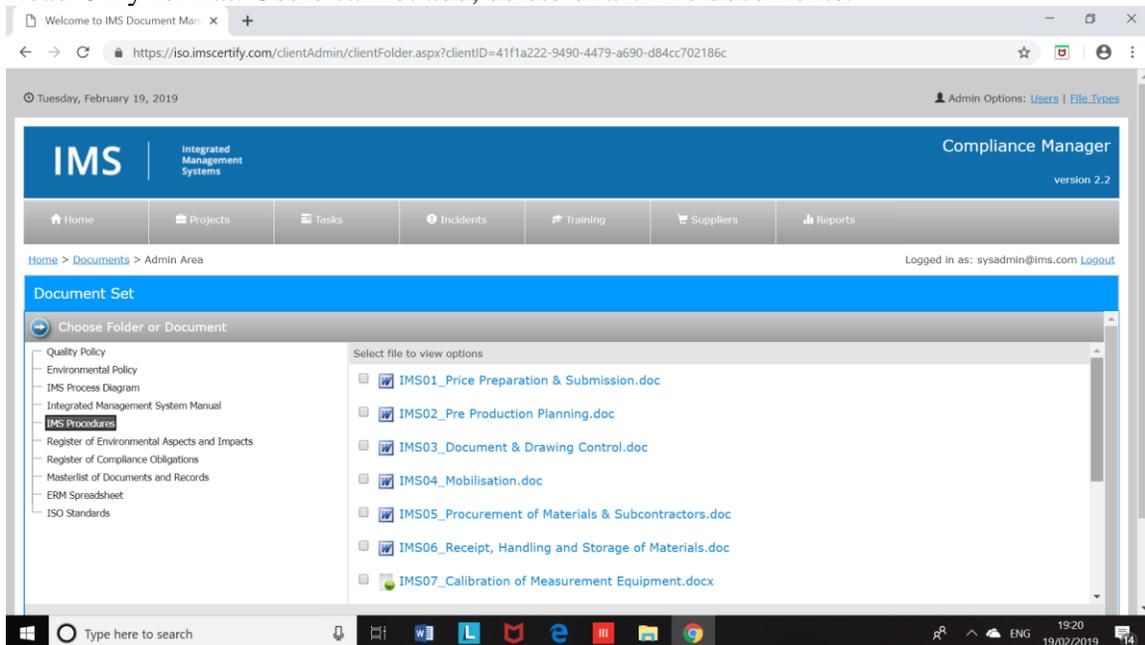
## 1.0 LOG IN

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.



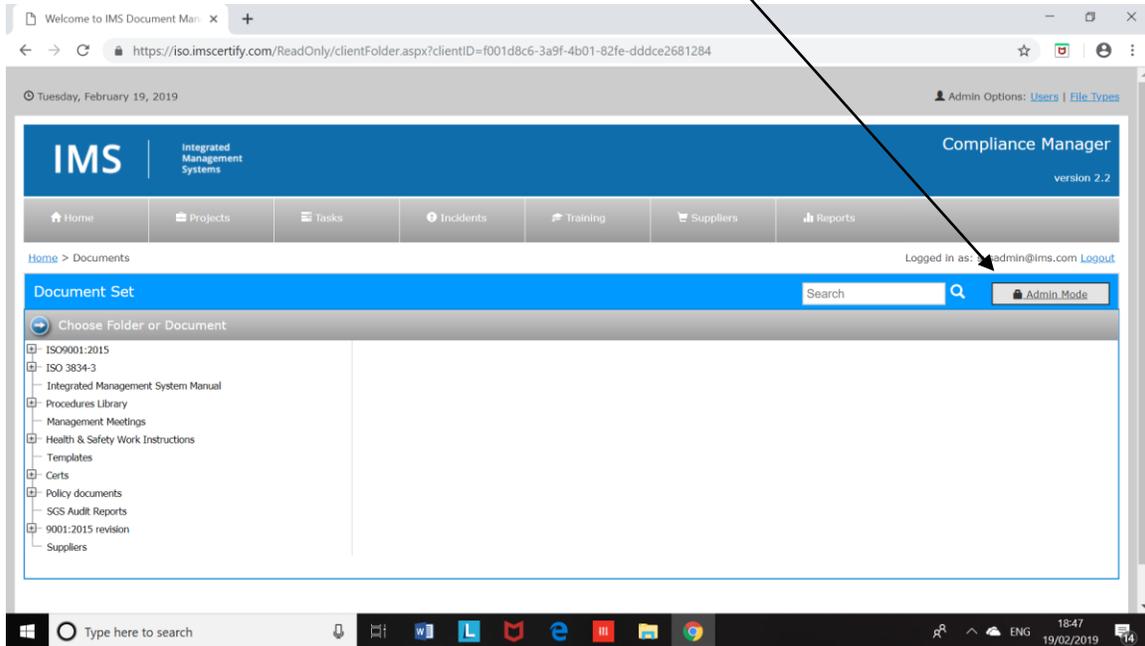
## 2.0 HOME

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.

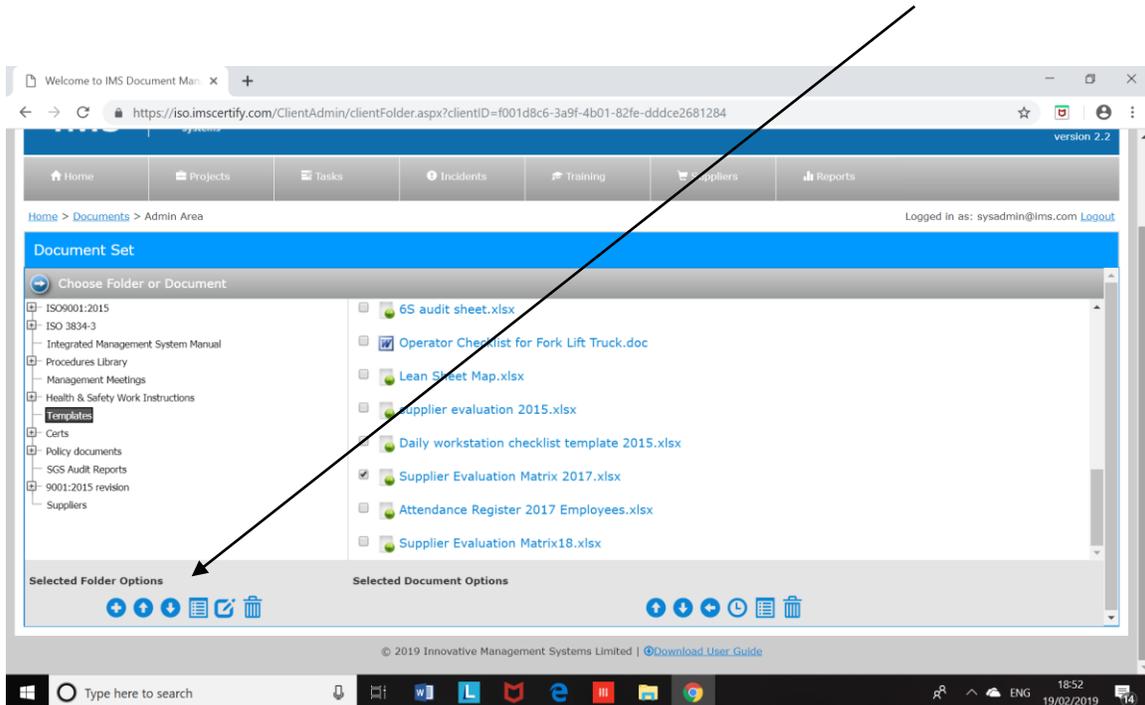


## 3.0 ADMIN MODE

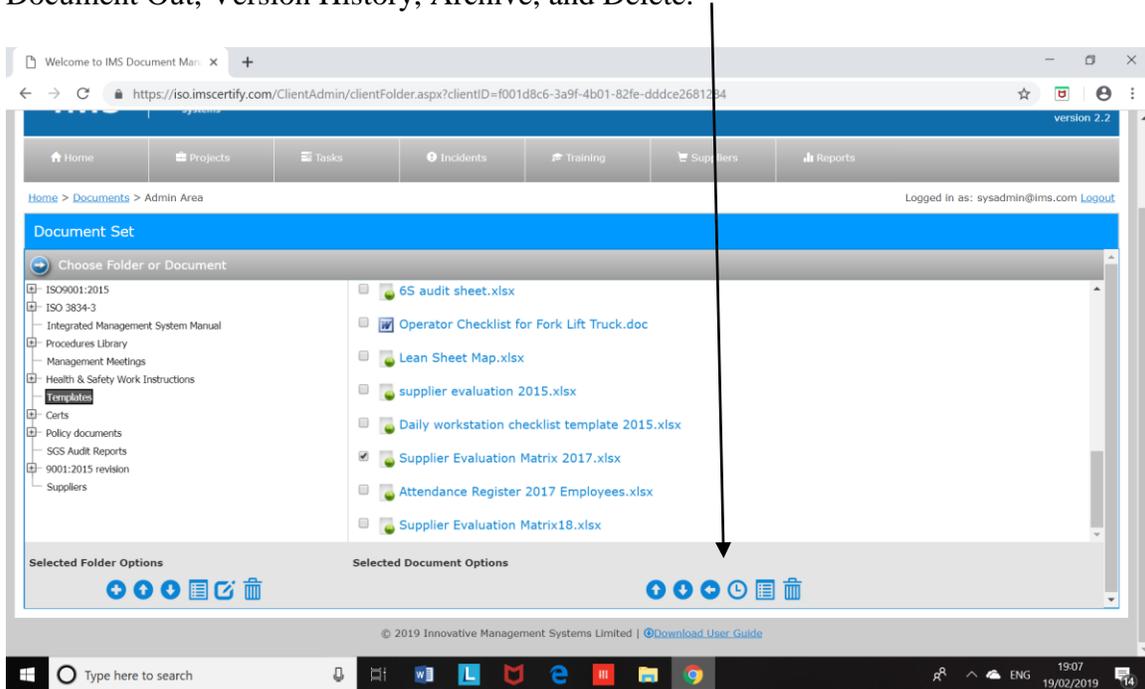
This mode is only available to the Client Administrator.



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.

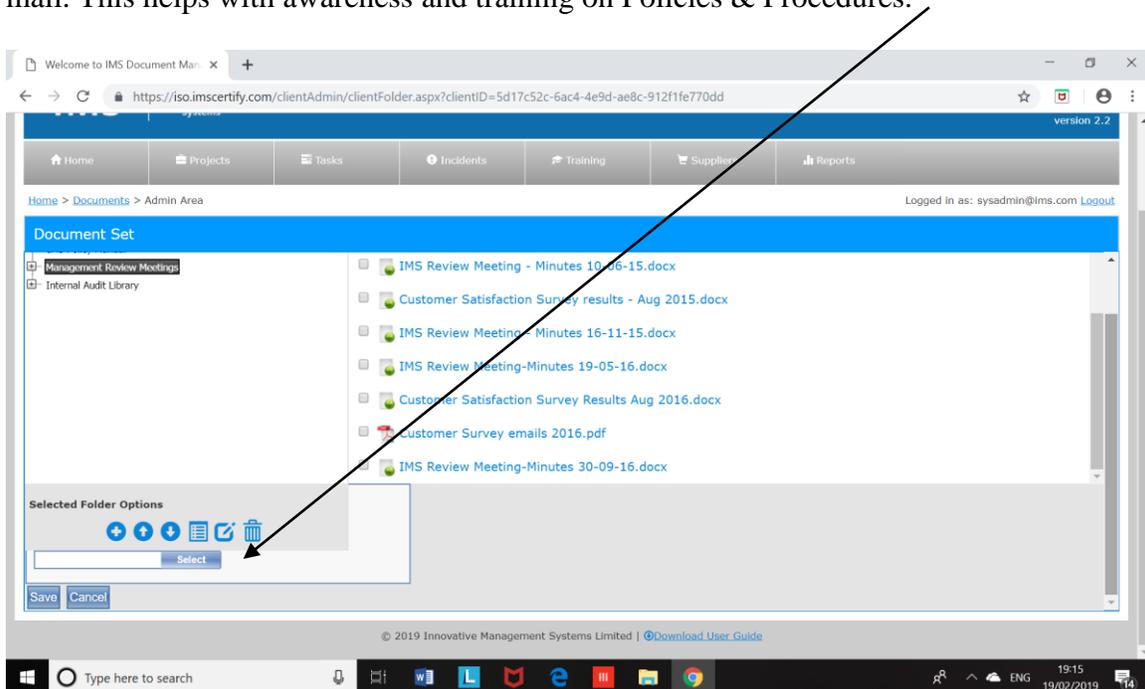


Admin mode allows the user to Add Document, Move Documents Up and Down, Check Document Out, Version History, Archive, and Delete.



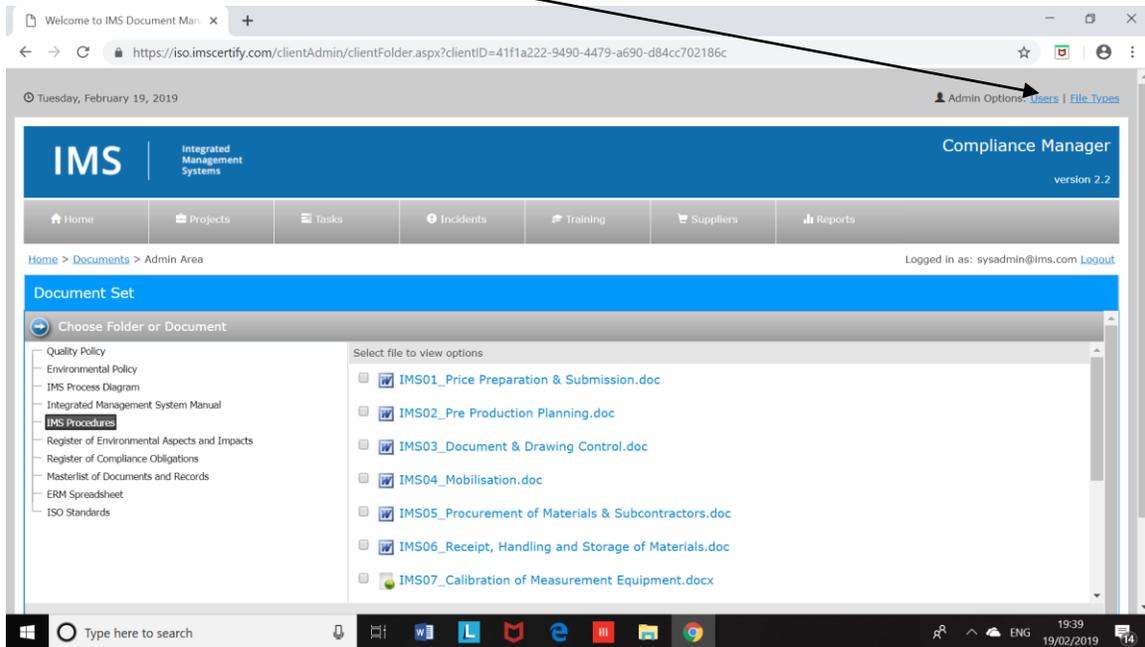
## Add Document

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.

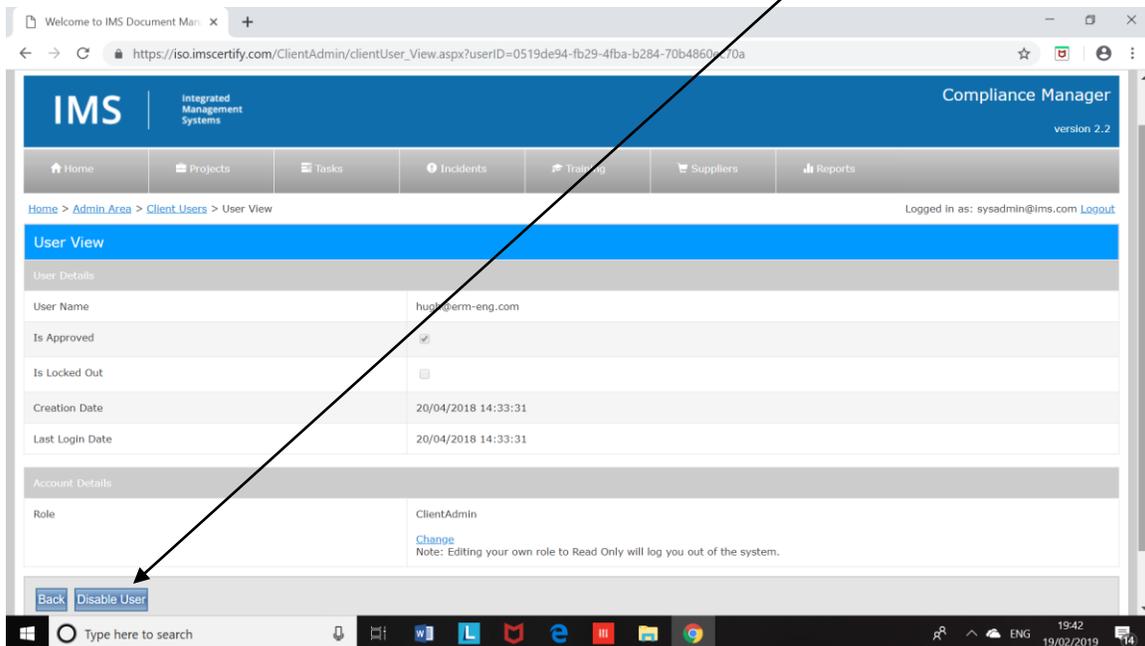


## Edit Users

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.



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

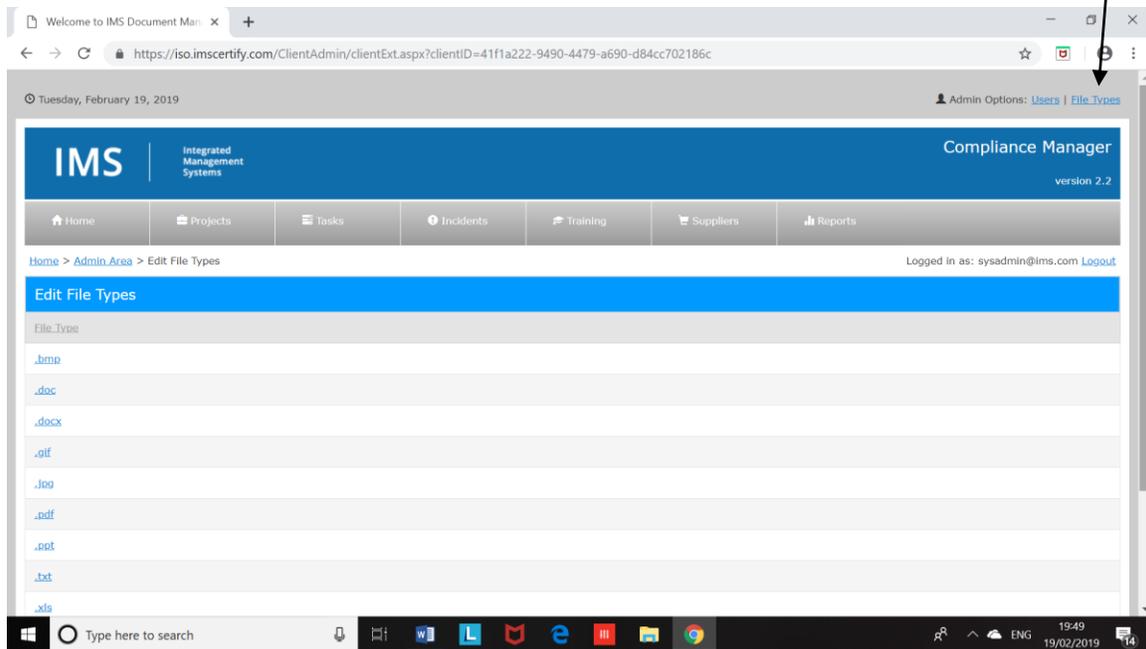
The screenshot shows a web browser window displaying the 'Client User View' for a user with ID 0519de94-fb29-4fba-b284-70b4860ec70a. The user's creation and last login dates are both 20/04/2018 at 14:33:31. The role is 'Read Only', with a 'Change' link and a note: 'Note: Editing your own role to Read Only will log you out of the system.' Below this, a 'Permissions (Overrides for Read Only role)' section lists various areas: Home, Projects, Tasks, Incidents, Training, Suppliers, and Reports. Each area has three radio buttons for 'Admin', 'Read Only', and 'No Access'. In this view, 'Read Only' is selected for all areas. A 'Update Permissions' link is at the bottom of the permissions section. At the very bottom of the browser window, there are 'Back' and 'Disable User' buttons. The Windows taskbar at the bottom shows the time as 19:44 on 19/02/2019.

You can hide Users who have left the Company

The screenshot shows the 'Client Users' management page in the IMS system. The page title is 'Client Users' and it is part of the 'Compliance Manager' version 2.2. The breadcrumb trail is 'Home > Admin Area > Client Users'. The page is logged in as 'asysadmin@ims.com'. A table lists the users, with one user shown: 'admin@erm.com' with a 'Last Activity Date' of '14/06/2018'. Below the table are 'Add User' and 'Back' buttons. A dropdown menu is open on the right side of the table, showing options: 'Deactivated Users', 'Active Users', and 'Deactivated Users'. An arrow points from the text 'You can hide Users who have left the Company' to the 'Deactivated Users' option in the dropdown menu. The Windows taskbar at the bottom shows the time as 19:46 on 19/02/2019.

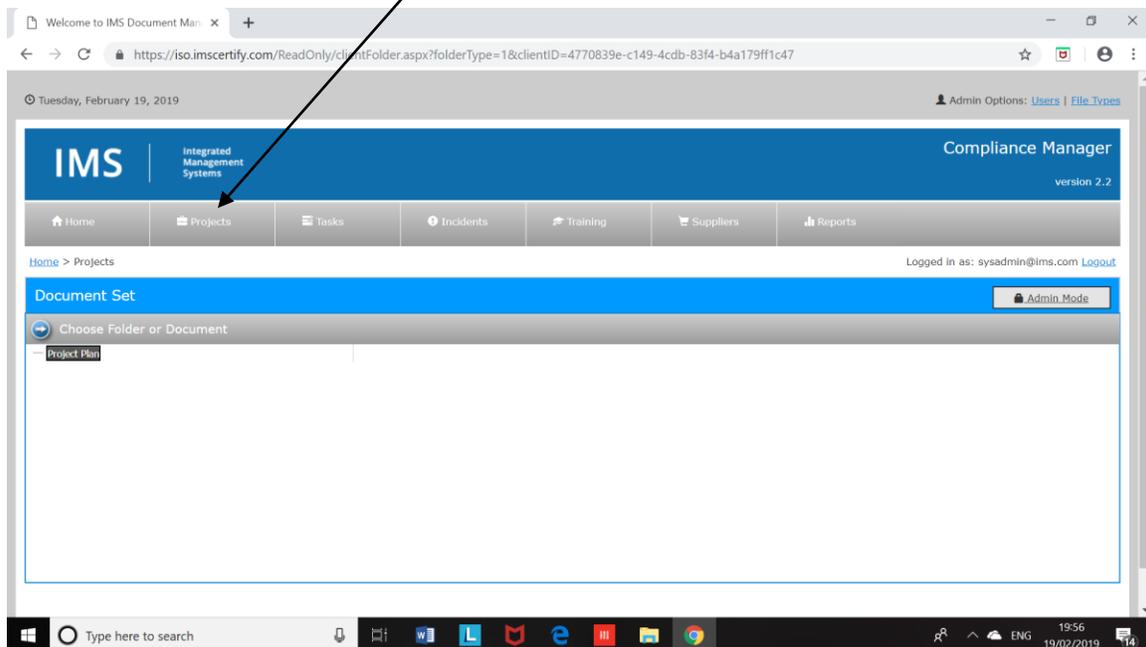
## File Types

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



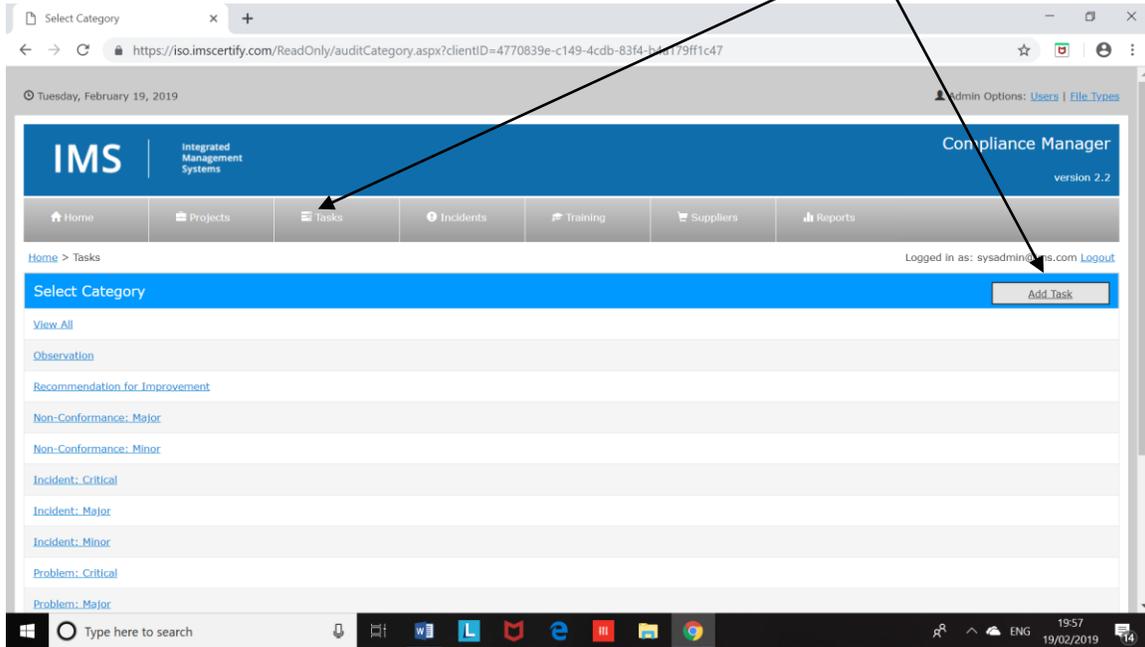
## 4.0 PROJECTS

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



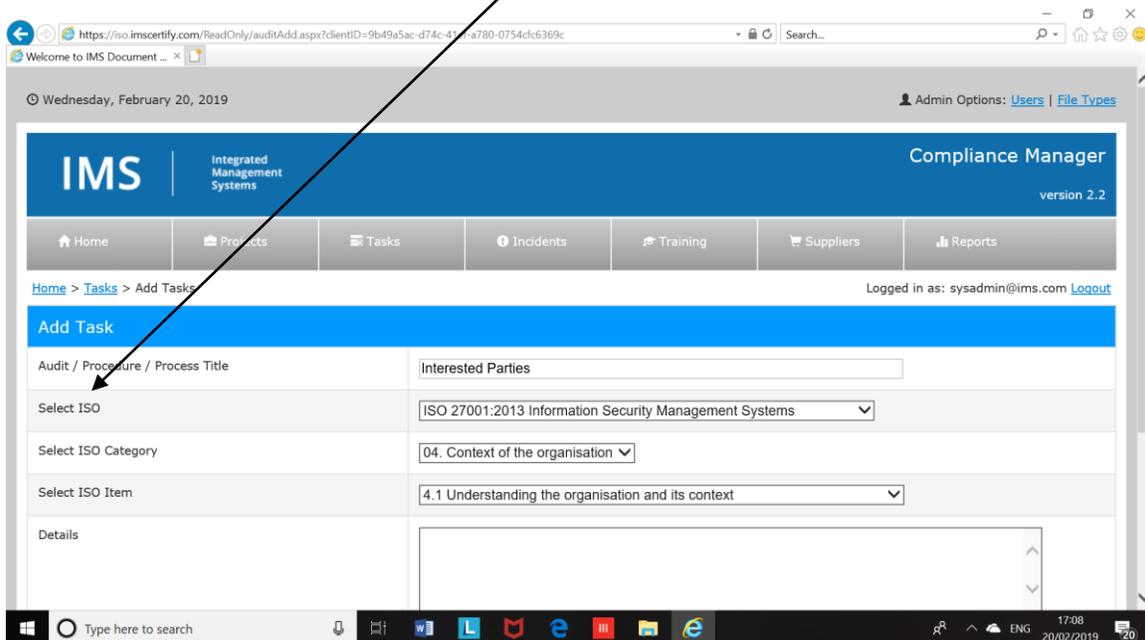
## 5.0 TASKS

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.



### 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.



## 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.

Classification: Observation

Auditor: hugh@southland.com

Auditee Assigned: hugh@southland.com

[Edit](#)

**Corrective/Preventive Action** [Add Alert](#)

Corrective/Preventive Action

Due By Date

[Update](#) [Cancel](#)

**Corrective/Preventive Documents** [Add Document](#)

No documents added

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

Corrective/Preventive Action: nnnnnnnnnnn

Due By Date: Wednesday 27-Feb-2019

[Edit](#)

**Corrective/Preventive Documents** [Add Document](#)

No documents added

**Corrective/Preventive Action Closed**

Corrective/Preventive Action Closed

Corrective/Preventive reviewed and approved:

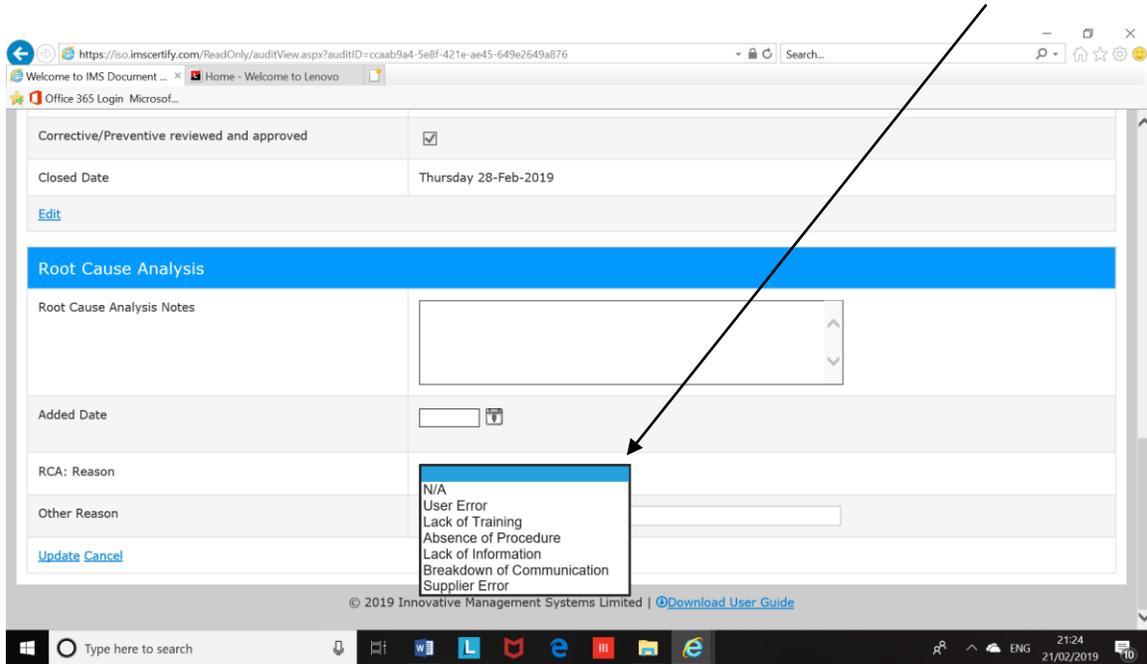
Closed Date

[Update](#) [Cancel](#)

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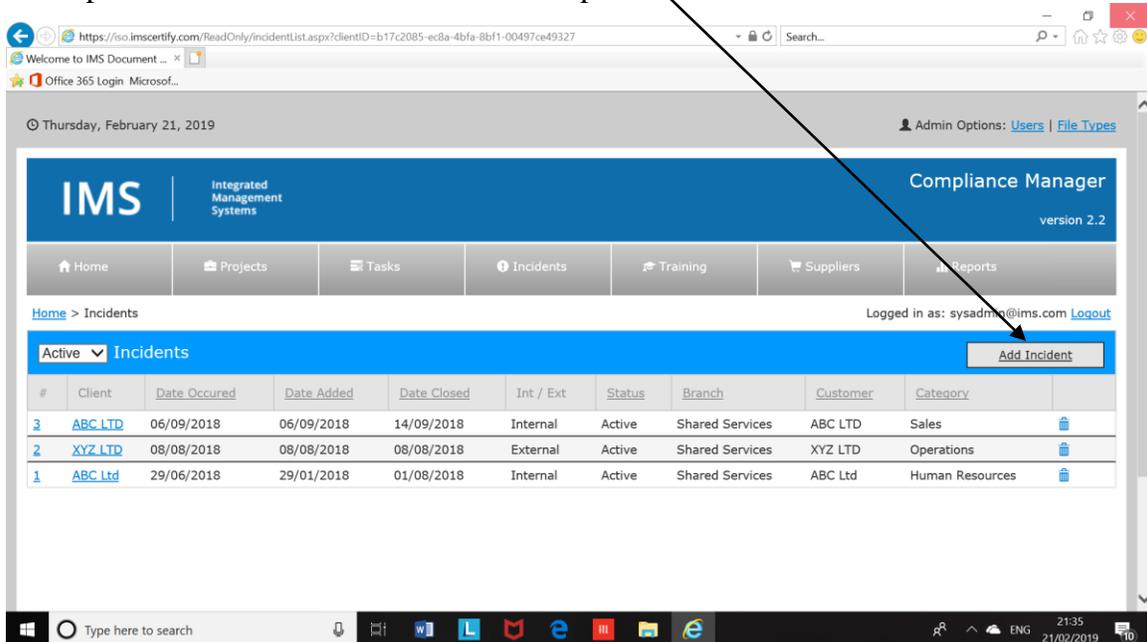
## Root Cause Analysis

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.



## 6.0 INCIDENTS

This option allows the user to add incident reports.



## 7.0 TRAINING

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

The screenshot shows the 'Employee List' page in the IMS Compliance Manager. The page header includes the IMS logo, 'Integrated Management Systems', and 'Compliance Manager version 2.2'. A navigation menu contains 'Home', 'Projects', 'Tasks', 'Incidents', 'Training', 'Suppliers', and 'Reports'. The 'Employee List' section features a table with columns for Name, Job Title, Start Date, Finish Date, and Next Appraisal Date. An 'Add Employee' button is located in the top right corner of the table. The table contains three entries: J. Bloggs (Director), Jeff Johnston (Surveyor), and John Jones (Engineer). Each entry has a 'Delete' link. The page is logged in as 'sysadmin@ims.com'.

Name	Job Title	Start Date	Finish Date	Next Appraisal Date	
<a href="#">J. Bloggs</a>	Director	02/10/2013	02/12/2013		<a href="#">Delete</a>
<a href="#">Jeff Johnston</a>	Surveyor	29/11/2013			<a href="#">Delete</a>
<a href="#">John Jones</a>	Engineer	29/11/2013			<a href="#">Delete</a>

### Add Employee

This allows the user to add an employee record.

The screenshot shows the 'View Employee' page in the IMS Compliance Manager. The page header is identical to the previous screenshot. The navigation menu is the same. The 'View Employee' section displays a form with the following fields: Name (J. Bloggs), Job Title (Director), Start Date (02/10/2013), and Qualifications (All relevant qualifications to be added throughout the Employees employment history past and present). The page is logged in as 'sysadmin@ims.com'.

## 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.

The screenshot shows the 'employeeView.aspx' page with three main sections:

- Training Courses:** A table with columns 'Course Title' and 'Date'. It lists '9001 Refresher' (13/06/2012) and a placeholder for a new course (07/09/2011). An 'Add Training Course' button is visible.
- Appraisals:** A table with columns 'Objectives Established' and 'Date'. It lists 'JB received site safety certificate' (16/06/2014) and a placeholder for new objectives (29/09/2011). An 'Add Appraisals' button is visible.
- Employee Termination:** A form with fields for 'Finish Date' (31/12/2018), 'Leaver Interview' (text area), and 'Assets Returned?' (checkbox).

## 8.0 SUPPLIERS

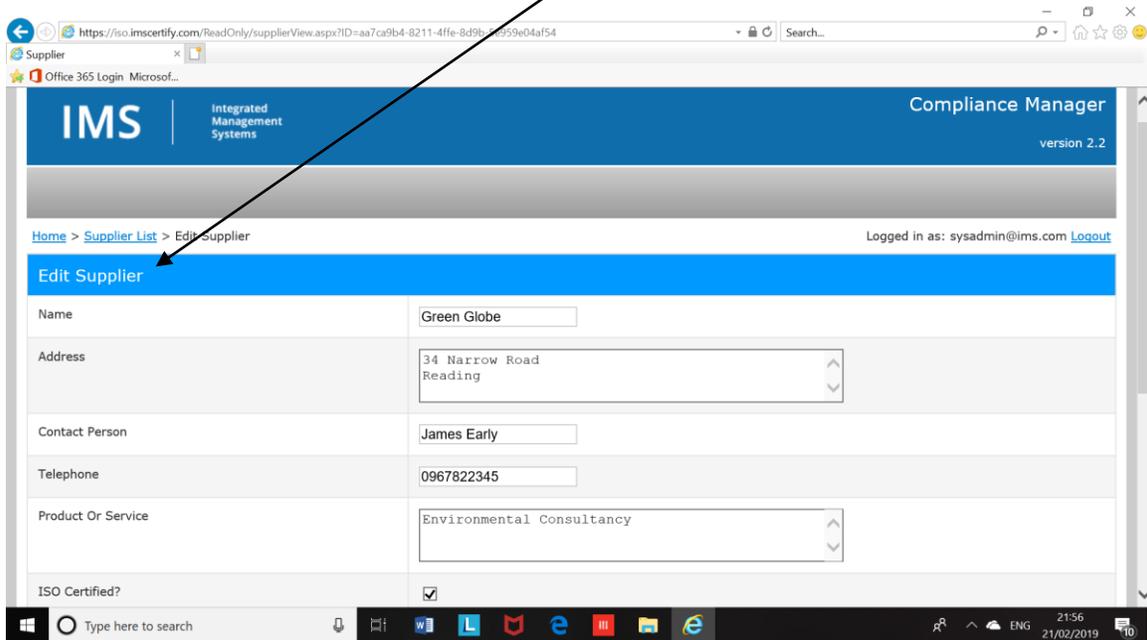
The Supplier option allows the User to produce an Approved Supplier List. Supplier details can also be deleted.

The screenshot shows the 'Supplier List' page in the 'Compliance Manager' interface. It features a table with the following data:

Name	Re-evaluation Date	ISO Certified?	
<a href="#">Green Globe</a>		<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<a href="#">JPQ Consultants</a>		<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Todds</a>		<input checked="" type="checkbox"/>	<a href="#">Delete</a>

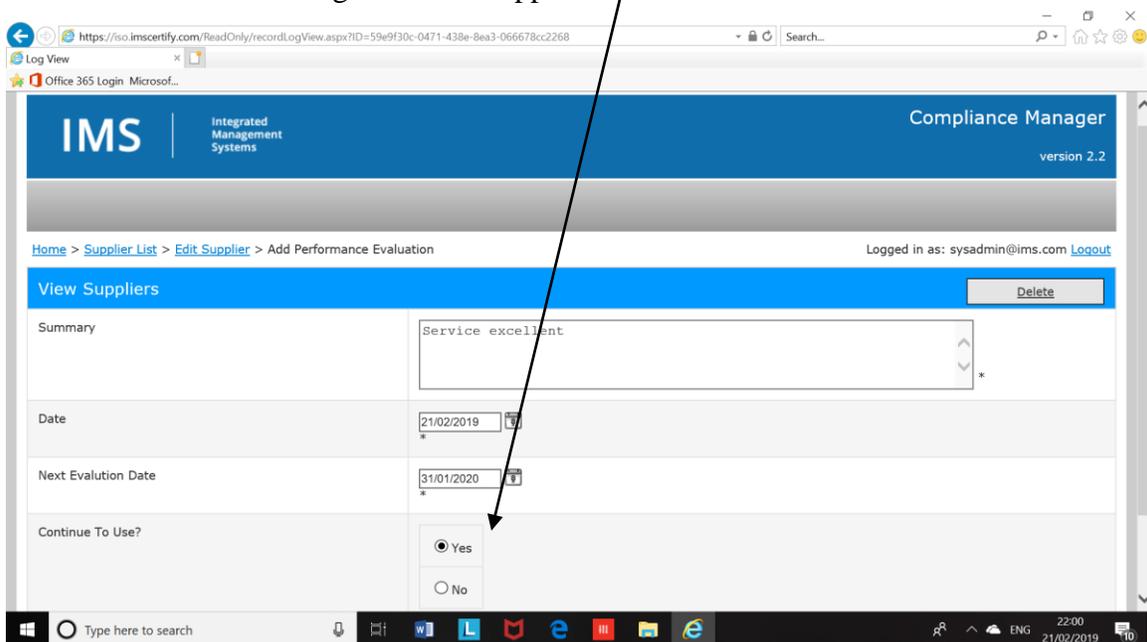
## Add Supplier

This allows the User to add a supplier record.



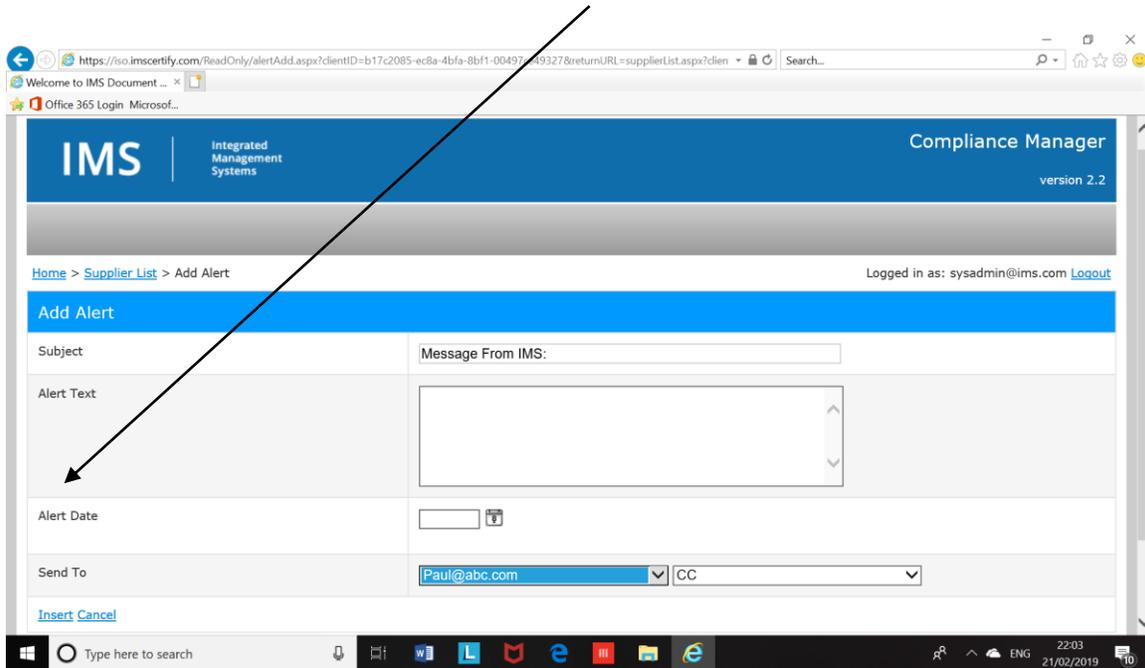
## Add Performance Evaluation

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



## 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.



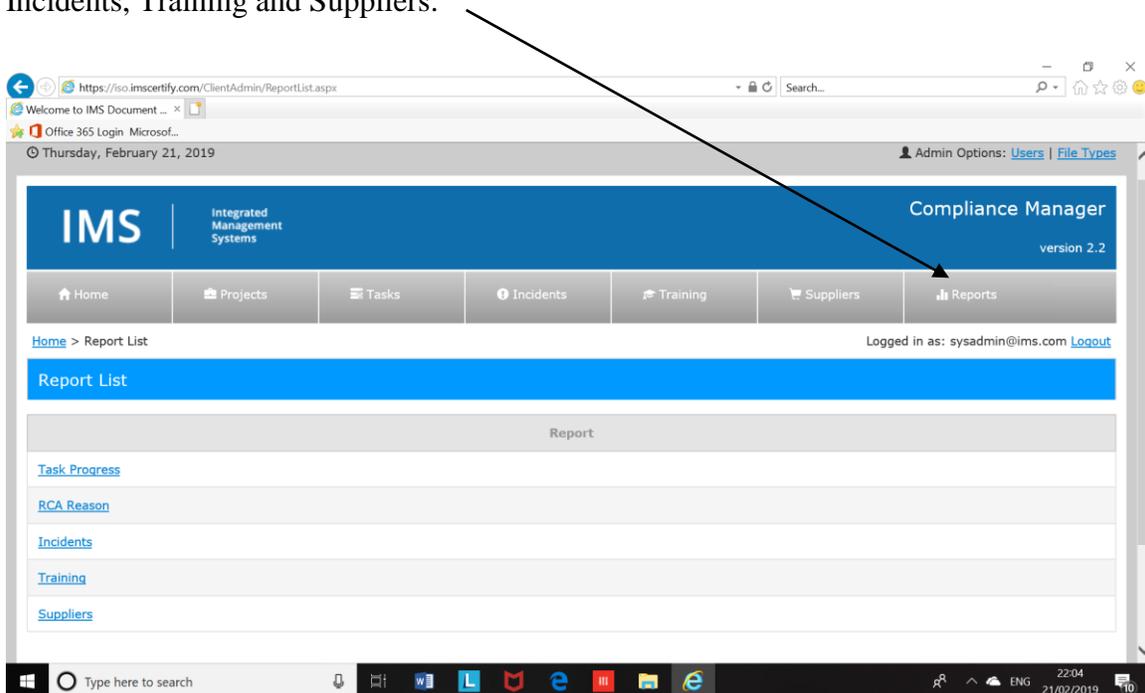
The screenshot shows the 'Add Alert' form in the Compliance Manager application. The form is titled 'Add Alert' and is located in the 'Supplier List' section. It contains the following fields:

- Subject:** A text box containing 'Message From IMS:'.
- Alert Text:** A large text area for entering the alert message.
- Alert Date:** A date picker field.
- Send To:** A dropdown menu with 'Paul@abc.com' selected, and a 'CC' dropdown menu.

At the bottom of the form, there are 'Insert' and 'Cancel' buttons. A black arrow points from the text above to the 'Alert Text' field.

## 9.0 REPORTS

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



The screenshot shows the 'Report List' page in the Compliance Manager application. The page is titled 'Report List' and is located in the 'Report List' section. It contains a list of reports:

- [Task Progress](#)
- [RCA Reason](#)
- [Incidents](#)
- [Training](#)
- [Suppliers](#)

A black arrow points from the text above to the 'Reports' menu item in the navigation bar.

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

The screenshot shows the IMS Compliance Manager interface. At the top left is the IMS logo and 'Integrated Management Systems'. The page title is 'Training Report'. Below the header, there are two date input fields: 'Date From: 04/01/2010' and 'Date To: 21/02/2019'. A calendar for February 2019 is open, showing the 21st selected. To the right of the date fields is a 'Load Report' button. Below the date fields, the main content area is titled 'Training Details' and displays 'No Findings' in red text. The browser's address bar shows the URL 'https://iso.imscertify.com/ClientAdmin/report\_Training.aspx'.

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

The screenshot shows the same IMS Compliance Manager interface, but now displaying a bar chart titled 'Training Details'. The date range remains 'Date From: 04/01/2010' and 'Date To: 21/02/2019'. Above the bar chart is a table with the following data:

Starters	3
Finishers	1
Appraisals Completed	6
Appraisals Due	2

The bar chart visualizes this data with four bars: a yellow bar for Starters (3), a blue bar for Finishers (1), a green bar for Appraisals Completed (6), and a red bar for Appraisals Due (2). A legend on the right side of the chart identifies the colors for each category. The browser's address bar and taskbar are also visible.

## 10.0 Logout

Click on the “Logout” option on the top right of the screen.

