



ExpertusONE Compliance Workflow

Contents

Administrator Features	2
Manager and Learner Features	2
Create/Edit Course	4
Set Course as Compliance	4
Set Access Control	4
View Compliance Course in 'My Learning'	5
Access Reports	6
Manage Compliance via Mobile App	6

ExpertusONE is designed to simplify the management of recurring compliance training.

There are many components to deploying an effective compliance program inside an LMS. Since multiple roles interact and support the compliance workflow, it's critical to provide access to the right information, on-demand.

ExpertusONE accomplishes this by providing the following features for these corporate roles:

Administrators

- **Assignment Rules** – Manage a single compliance course with assignment rules across multiple delivery types, languages and regions, if needed
- **Content Versioning** – Administrators can easily update the content, push the new version to a select audience (or all) and always report on who took which version
- **Reminders** – Automated system notifications provide assignments, due dates and update reminders to learners, managers and training administrators
- **Reporting** – ExpertusONE comes with several compliance reports which help administrators proactively see who needs to take training again

- **Automated Enrollments** – ExpertusONE continually monitors the database for new users and changes in a user's profile. When a user's profile matches the compliance assignment rule, the system jumps into action automatically

Managers

To make the life of a manager/supervisor easier, ExpertusONE provides three simple ways for them to get information on their team:

- **Mobile** – Managers can view team analytics via their ExpertusONE Mobile app, and they can set their own thresholds to be notified when a certain criteria is or is not met. When notified, managers can access dashboard reports to not only see real-time information on the progress of their team in a compliance course, but they can also take immediate action. With this actionable workflow, managers can email/call specific users directly from the app to positively recognize learners or remind learners to meet their compliance deadlines.
- **Team View** – Inside ExpertusONE, managers are provided a 'Team View' which is a consolidated list of their employees, both direct and matrixed. From here, managers can view progress, check activity and even assign learning, all from one single page.

- **Reports** – In addition to on-demand compliance reports where managers can get a real-time view of their team, reports can also be scheduled to run on a set time and emailed directly to managers. This removes the burden of having to login to the LMS to view reports.

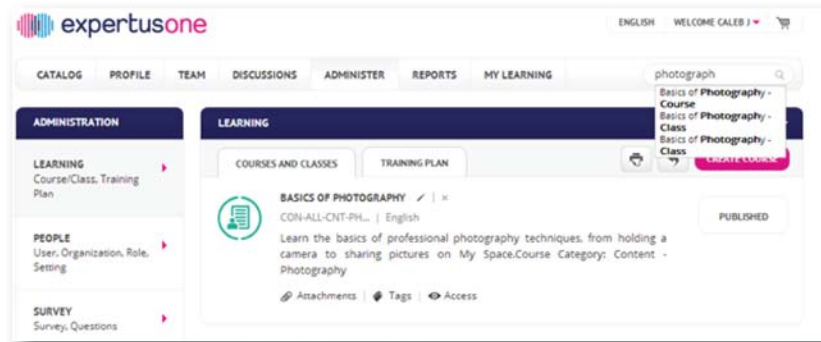
Learners

- End-users need to know which courses are of high-priority. Thus, ExpertusONE provides icons across the system to show users which courses they need to take and why. Compliance courses are marked with a **C**. This icon appears on all compliance courses, making it easy for learners (and managers) to know which courses must be done within a set time period.



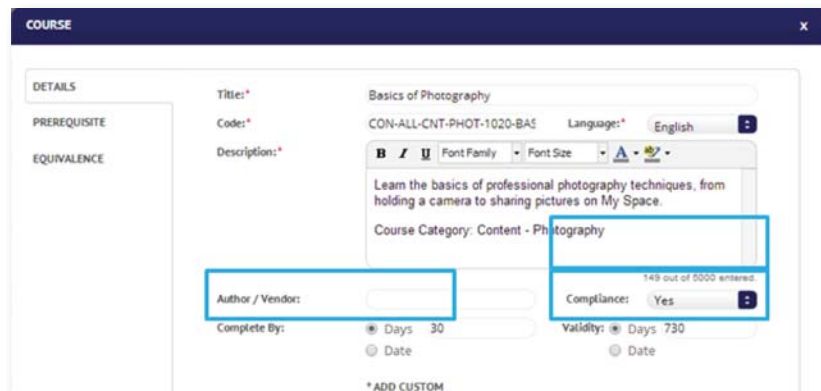
ExpertusONE Compliance Workflow

1 Create/Edit Course



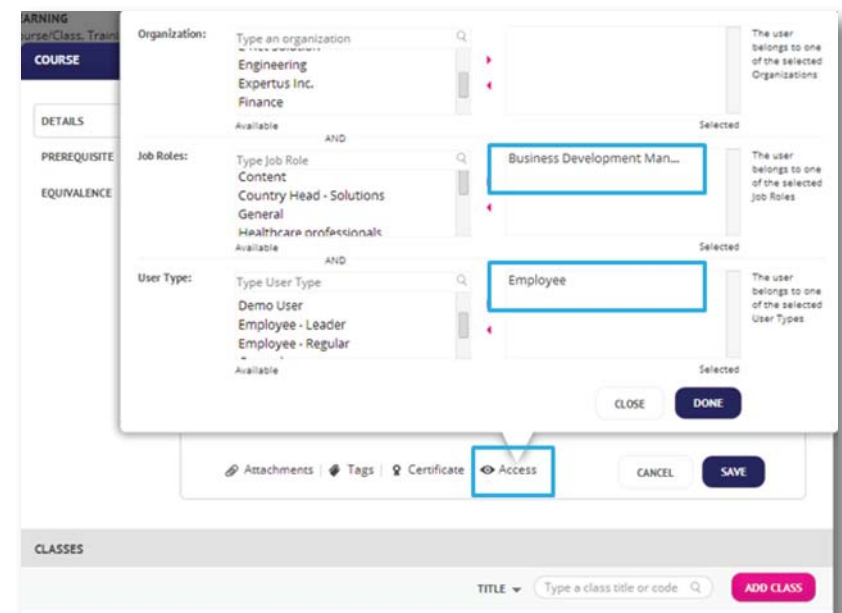
2 Set Course as Compliance (see option under the description on the right)

Admins can set when a user has to complete the compliance course, either via a number of days or by a fixed date. They can also set a specific validity period (recurring training feature).



3 Set Access Control for Who Should Automatically Get the Compliance Course

Admins can set a course as 'Compliance' for all employee users that are also business development managers. Any combination of attributes can be applied here. Note: All list values populating organization, job roles and user type are provided and maintained by the customer.



4 View Compliance Course in 'My Learning'

On the learner side, they will now see a compliance course listed on their 'My Learning' page. In this example, the learner is now enrolled in 'Anti-Harassment Training' and can launch this class. The user receives an automatic email notification about the enrollment, too.

The screenshot shows the ExpertusONE web interface. At the top, there's a navigation bar with 'CATALOG', 'PROFILE', 'DISCUSSIONS', and 'MY LEARNING'. The 'MY LEARNING' section is active, showing a list of enrolled courses. The 'ANTI-HARASSMENT TRAINING' course is highlighted with a blue 'LAUNCH' button. A 'MY CALENDAR' widget on the right shows the current date (March 11, 2014) and upcoming courses.

Note: Learners can also access compliance training via their ExpertusONE Mobile app.

The screenshot shows the ExpertusONE Mobile app interface. At the top, there's a status bar with 'Airtel', '6:07 PM', and '31%' battery. The 'MY LEARNING' section is active, showing a list of enrolled courses. The 'ANTI-HARASSMENT TRAINING' course is highlighted with a blue border and a 'LAUNCH' button.

5 Access Reports

Permissioned users have access to compliance reports inside of ExpertusONE.

The screenshot shows the 'REPORTS' section of the ExpertusONE interface. The top navigation bar includes 'CATALOG', 'PROFILE', 'TEAM', 'DISCUSSIONS', 'ADMINISTER', 'REPORTS', and 'MY LEARNING'. A search bar contains the word 'compliance'. On the left, a 'REFINE' sidebar lists 'STATUS' (Published, Unpublished), 'ROLES' (Administrator, Manager, Instructor, Site Admin, Super Trainer, Super Admin2), and 'TYPE' (Course, Training Plan, Class, Organization, Survey). The main content area shows four report cards, each with a 'LAUNCH' button and an 'UNPUBLISH' link. The reports are: 'COMPLIANCE COURSE - 30 DAYS REMINDER REPORT', 'COMPLIANCE COURSE - 60 DAYS REMINDER REPORT', 'COMPLIANCE COURSE - 90 DAYS REMINDER REPORT', and 'COMPLIANCE SUMMARY BY COMPLETION STATUS'. Each report card includes a 'Query Builder' link and a brief description of the report's purpose.

6 Manage Compliance via Mobile App - Manager/Admin View

In addition to reports inside of ExpertusONE, compliance can be managed remotely via ExpertusONE Mobile.

The three mobile app screenshots illustrate compliance management. The first screen, 'ANALYTICS', shows a bar chart for 'Compliance Report for CS1203' with 'Completed' (green) and 'Pending' (red) bars. The second screen, 'PENDING USERS', lists users: ROSY JACK, ABDUL RAHIM, STEVE BROWN, and CLIFFORD JEFF, each with a 'Meet Me' button. The third screen shows a notification for 'Compliance class pending users' with details: 'When: 18/06/2013 6:00pm to 7:00pm', 'Where: Expertus town hall', and 'Desc: Pending users are requested to meet their manager'. It includes 'INVITE' and 'CANCEL' buttons.

Corporate Headquarters

Expertus Inc
3945 Freedom Circle
Santa Clara, CA 95054 USA

Sales

sales@expertus.com

Information

info@expertus.com

Toll Free USA

877-827-8160

International

+1 408-703-2508

Website

expertus.com