ComplianceWire® Forms

Background

The Forms tool for ComplianceWire was developed for clients who need to distribute, collect, analyze and store information used to achieve regulatory or internal compliance including critical, required, legal or survey data. Forms are especially useful for managing on-the-job training activities.

In Forms, employees answer job- and proficiency-related questions, which can then be reviewed by managers. Managers can review all question and answer responses, evaluate progress, and monitor these rates with real-time summary reports. You can set up a form so that it requires an e-signature for documents such as Non-Disclosure Agreements, acknowledgement statements and much more. Dual e-signatures can also be required when a manager or second signatory must verify employee skills via observation and documentation. Forms minimize the work effort needed to gather information from the organization, allowing managers to focus on tasks that drive value to customers and the organization.

Authoring a Form

The Forms tool allows managers to create organization-specific forms in ComplianceWire, in which all information and activities are tracked and documented in the validated and Part 11-compliant system.

Questions can be developed in yes, no, multiple select and essay formats. These questions can solicit accurate responses from employees – responses that are recorded, but not graded.

Electronic signatures can be added that allow employees to acknowledge receipt and understanding of the information in the Form, including:

- **E-acknowledgement** for employees to signify receipt of critical information.
- **E-signature** for employees to sign off on their understanding of information.
- **E-comply** for employees to signify intent to comply after reading and reviewing material.

Dual e-signatures for verification of skill can be added for any assignment in which a manager's or second signatory is required to verify skills via observation and documentation.

This electronic process mirrors the paper process in which an approver observes an employee performing a skill. The employee signs a form attesting that they can perform the skill and then the approver signs the same form attesting that they observed the skill being performed satisfactorily. The dual e-signature functionality allows you to create a pool of individuals authorized to sign off on the employee's assignment. There are two options when you use dual e-signature:

• Approver and employee can complete and sign the form at the same time.

• If the approver is not present at the same time, the employee can fill out the check list and then the manager can approve at a later time.

Using the Forms Tool

When you use the Forms tool to gather and manage information, you can quickly collect and respond to critical answers.

Review: Questions and answers are fully versioned, allowing you to review the exact question an employee responded to.

Record and Document: The Forms feature is integrated with ComplianceWire, assuring activities and responses associated with a Form are recorded and documented in a validated and Part 11-compliant system.

Report: You can generate real-time summary reports with response percentages or detailed individual responses.

FORMS SPECIFICATIONS AT-A-GLANCE

• Two item types: text and questions.

• For text item, maximum 1,000 characters.

• For questions, three types are available: user-entered response, single response or multiple response.

• Ability to rearrange the order in which questions and text will appear.

• Form Responses Report graphically displays user responses for each question on the form.

• Form Responses Report displays the number of users, number of responses and response ratio for each question.

• Option to have users electronically sign forms.