Life & Health

ComplianceWire®

MANAGE SURVEYS, ASSESSMENTS AND MORE WITH FORMS

Background

When it comes to training, you want to reduce the amount of paper, as well as the administrative effort and time required to implement your program. UL EduNeering offers a Forms tool, available on our proprietary ComplianceWire platform. The Forms tool helps you reduce the time and effort you spend on gathering information and capturing electronic signatures as part of a user's training profile in the system. This ensures a more accurate record of an employee's training and job-related performance. You can use Forms for:

- On-the-job training assessments
- Surveys
- Checklists/competencies
- Training observations
- Job performance checklists
- Acknowledgements of Non-Disclosure Agreements, HR policies, Informed Consent, etc.

A Form can be set up so that it requires an e-signature from both employees and managers (dual signatures). You can download all responses to an Excel file, where you can review answers and perform analysis. You can also set up forms so that an employee's answer will trigger an e-mail to be sent to a designated individual (such as a compliance officer) – so they can take appropriate action.

Training

With Forms, you can have 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.

Author a Form with No Programming Required

The Forms tool allows managers to create organization-specific forms in the UL Platform, 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.

E-mail Approvers: You can have a defined Approver (such as a manager or supervisor) receive an e-mail notification that a completed form is ready to approve, for smart work-flow capabilities.

Multiple Approvers: You can define multiple approvers related to a form.

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.

Alert and Report: You can generate real-time summary reports with response percentages or detailed individual responses. You can also have a specific answer trigger an e-mail alert that can be sent to a specific manager.

Forms Monitor

You can have an employee's answer trigger an e-mail to be sent to a designated individual so they can take appropriate action or confer with the employee.

For example, you can distribute background disclosure forms. If an employee provides a specific answer about their background, you can use the Forms Monitor to have this information e-mailed automatically to the HR manager. You can even indicate how often Forms information will be monitored (as frequently as every five minutes) and have different settings applied to different questions.

FORMS SPECIFICATIONS AT-A-GLANCE

- Two item types: text and questions
- Each text box can hold up to 1,000 questions per box, and multiple boxes can be added
- 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
- Manager-Initiated Form enables manager to fill out a form for an employee and then have the employee and manager's input
- 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
- Option to have e-mail notification sent to Approvers