

Description of services | otris compliance

Last update: January 14th, 2019

Item Description	Item No.
Versions	
<p>otris compliance STANDARD</p> <p>The functional range of otris compliance STANDARD enables a simple digital compliance management with document control adapted to your company structure. The software contains a central document filing and information overview structured according to topics and areas of responsibility. Documents (in an unlimited number) can be created in the system, published in topic-related policy libraries, and, if desired, distributed throughout the organization through a defined policy distribution workflow. The system documents which employees/employee groups were assigned guidelines or other documents at which time and who was involved in the creation and publication process. If necessary, you can change or expand the filing structure independently and without any additional programming effort. The structure of your company with all subsidiaries and branches can be mapped in otris compliance STANDARD. This enables a fine-tuned allocation of access rights on the basis of the company structure. Depending on the assigned rights, employees can read or edit individual contents of the policy library. The system archives audit-proof compliance documentation. This enables you to track the status of the documentation at any time in the past. Using predefined parameters, the software checks the reports for completeness and timeliness.</p>	<p>[CGC-1010]</p>
<p>otris compliance ENTERPRISE</p> <p>The functional scope of otris compliance ENTERPRISE enables digital compliance management adapted to your company structure with document control as well as incident and action management. The software contains a central document filing and information overview structured according to topics and areas of responsibility. Documents (in an unlimited number) can be created in the system, published in topic-related guideline libraries and distributed in a targeted manner within the company by assigning them to specific fields. If necessary, you can change or expand the filing structure independently and without any additional programming effort. The creation and approval process for documents is controlled - if desired - by a fixed editorial and guideline distribution workflow.</p>	<p>[CGC-1020]</p>

Item Description	Item No.
<p>The system documents which employees/employee groups were assigned guidelines or other documents at which time and who was involved in the creation and publication process. The visibility report clearly displays which employees are authorized to read each document. The structure of your company with all subsidiaries and branches can be mapped in otris compliance ENTERPRISE. This enables a fine-tuned allocation of access rights on the basis of the company structure. Depending on the assigned rights, employees can read or edit individual contents of the policy library. The system archives audit-proof compliance documentation. This enables you to track the status of the documentation at any time in the past. Using predefined parameters, the software checks the reports for completeness and timeliness.</p>	
<p>otris compliance ENTERPRISE plus</p>	<p>[CGC-1030]</p>
<p>The functional scope of otris compliance ENTERPRISE <i>plus</i> enables digital compliance management with freely configurable workflows, document control, incident and action management as well as risk management. The software contains a central document filing and information overview structured according to topics and areas of responsibility. Documents (in an unlimited number) can be created in the system, published in topic-related guideline libraries and distributed in a targeted manner within the company by assigning them to specific fields. If necessary, you can change or expand the filing structure independently and without any additional programming effort. The document creation and approval process is controlled - if desired - by a freely configurable editorial and policy distribution workflow. Additional workflows can be integrated into the system and configured without restriction in order to adapt the operative work with the software exactly to existing business processes.</p>	
<p>The system documents which employees/employee groups were assigned guidelines or other documents at which time and who was involved in the creation and publication process. The visibility report clearly displays which employees are authorized to read each document. If necessary, you can change or expand the filing structure independently and without any additional programming effort. The structure of your company with all subsidiaries and branches can be mapped in otris compliance ENTERPRISE <i>plus</i>. This enables a fine-tuned allocation of access rights on the basis of the company structure. Depending on the assigned rights, employees can read or edit individual contents of the policy library.</p>	

Item Description	Item No.
<p>The system archives audit-proof compliance documentation. This enables you to track the status of the documentation at any time in the past. Using predefined parameters, the software checks the reports for completeness and timeliness.</p> <p>Risk management functions support you in identifying and evaluating risks and in organizing risk control. You organize the operative processing and control of measures for risk minimization and in other compliance-relevant areas with the features for incident and measure management.</p> <p>An optional connection to your central Active Directory/LDAP simplifies user administration, the registration process and the automated creation of specific fields. The optional integration of a business intelligence system enables you to create reports and evaluations for straightforward reporting on your CMS activities.</p>	
Licenses	
Specific User License Editor	[CGC-2010]
<p>An editorial license is permanently associated with a specific user account. Owners of these have unlimited access to the system - depending on internal company rights.</p>	
Employee License Package STANDARD (50 Licenses)	[CGC-2021]
<p>Bearers of this license have read-only access to the system.</p>	
Employee license package ENTERPRISE (50 Licenses)	[CGC-2022]
<p>Bearers of this license have access to their personal data room within the system and can receive a document for confirmation through document control. Active reminders of changes in the guidelines/documentations are given including active read confirmation by the employee and task calendar.</p>	
Employee License Package ENTERPRISE <i>plus</i> (50 Licenses)	[CGC-2023]
<p>Bearers of this license have access to their personal data room within the system and can receive a document for confirmation through document control. Active reminder of changes in the guidelines/documentations are given including active read confirmation by the employee and task calendar.</p>	

Item Description	Item No.
Extensions	
<p>FACTORY</p> <p>The FACTORY is a server module for the automatic import of e-mails, database contents or files into otris compliance. Data from other applications (e.g. ERP/CRM systems) or devices (e.g. department scanners) can be assigned to specific digital files in otris compliance. The FACTORY updates existing data or creates new data. The receipt of e-mails from predefined senders is monitored in order to automatically import messages and attachments into the corresponding files. Database contents of other systems can update the files in otris compliance (e.g. companies) via an ODBC interface. Folders from storage structures can be monitored with the FACTORY and new data can be assigned to the files.</p>	[CGC-3010]
<p>MODIFICATION</p> <p>The workflows in the "Standard" and "Enterprise" editions are predefined (e.g. an editorial workflow or a workflow for distributing content). The MODIFICATION extension allows you to adapt existing workflows to your company-specific requirements.</p>	[CGC-4010]
<p>APP EXTENSION</p> <p>The APP extension allows you to use the myCompliance app, which simplifies content control and distribution. Users of the app access documents (e.g. guidelines) assigned to them by Compliance Management via a mobile device (mobile phone or tablet). A synchronization between app and database ensures that the app user uses the same up-to-date information as in the desktop version. In addition to document control, the app simplifies compliance communication: employees can use the app to address questions to compliance management. In the case of general interest, Compliance Management publishes the answer and links the information with the corresponding guideline. Tasks that Compliance Management assigns can also be viewed by the addressed employee via the app and the processing status can be tracked.</p> <p>Note: The myCompliance app can only be used in conjunction with the ENTERPRISE and ENTERPRISE <i>plus</i> editions.</p>	[CGC-5000]