⬚ DocGrid

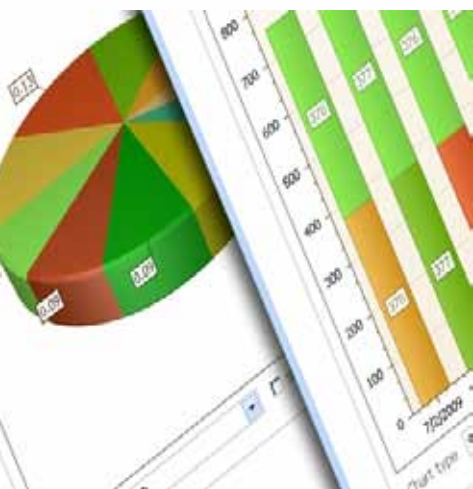## Compliance + Maintenance + Data Collection + Documentation + Training

- **Simple**   Cloud based SAAS with zero startup & maintenance.
- **Plan**   Design complete safety/compliance program online.
- **Manage**   Supervise multiple facilities and organizations.
- **Track**   Review compliance tasks using alerts, reports and charts.
- **Store**   Create and update data and documents online in real time.
- **Collect**   Design custom forms to collect data, files and signatures.
- **Train**   Buy interactive courses & evaluations and link to tasks.

SECURITY

Manage data for multiple facilities and data security is a top priority.
Disaster recovery backups and granular permission based access.
Our measures ensure data security above industry standards .

- **Secure**, redundant hosting with a 99% uptime guarantee.
- **Data backup** offsite for disaster recovery capability.
- **Permission** based access, rights set per user.
- **Support** with same day response at no extra cost.
- **Export data** anytime as Excel, get full dataset on termination.

PLANNING

Create compliance/ maintenance programs for many facilities.
Administer detailed custom programs for multiple groups.
Program compliance monitoring and modifying instantly online.

- **Design** compliance/ maintenance tasks for many facilities.
- **Schedule** recurring procedures/ training to meet compliance.
- **Visualize** your plan calendar with week, month and timelines.
- **Set Alerts** and reminders to ensure that users follow plans.
- **Organize** assets/ employees/ facilities within a hierarchichy.

Tracking

Ensure compliance by tracking task progress, completion and approval.

Use advanced analysis and charting tools to extract meaning from the tracking data.

Alert managers automatically when your program criteria are not met.

- ◆ **Enforce** accountability by recording task assignment, completion, and approval timelines.
- ◆ **Measure** costs by tracking expenses on resources used.
- ◆ **Automatically** schedule tasks when your custom criteria are reached.
- ◆ **Inventory** management keep stock of materials needed for upcoming tasks.
- ◆ **Download** and Print your data in various formats: Excel, PDF, HTML etc.

Documentation

Create, upload, edit and organize documents online.

Maintain revisions/versions and access documents securely anywhere, from our replicated servers.

Collect form/survey data, reports, and photos, attached to tasks - all defined and customized by you.

- ◆ **Manage** documents specific to each facility that you work with.
- ◆ **Grant** permissions for read /edit to users from each group.
- ◆ **Archive**, Revise and maintain versions of documents online.
- ◆ **Reuse** templates for forms/tasks for data collection & scheduling.
- ◆ **Attach** reference documents to tasks templates and files to task instances.

Training

Stay ahead of certification requirements with our integrated training system.

Set reoccurring training tasks months or years in advance and send alerts when non-compliant.

- ◆ **Train** with many course/exam types including our patent pending 3d interactive simulations.
- ◆ **Supplement** or replace classroom training, schedule and track both.
- ◆ **Store** and retrieve online/onsite certificates easily, for proof of compliance.
- ◆ **Rapid** authoring and reusing existing materials online, shortens time to market.
- ◆ **Virtual** reality training simulations of real world tasks.
- ◆ **Track** user performance and record progress, in multiple groups.

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