

About jComply

In order to grow in today's demanding corporate environment, companies need a system to ensure that their internal policies are in sync with the external policies influencing them.

jComply is a complete 360° process to introduce policies and procedures in the company. The system ensures that the concerned personnel reads the policy documents, tests the employees' knowledge about the related policy and generates comprehensive reports on the company's compliance level.



Need for Compliance

In this day and age, every mid to large size company is regulated by some authority or government body. For banks and building societies, it is FSA; for pharmaceuticals, it is BNF and MHRA; for local and central government, it is ODPM and DWP; and for healthcare, it is GMC, NIGB, etc. Internally, companies have their own policies and procedures which employees and departments need to follow. Surprisingly enough, a lot of employees are not even aware of basic policies such as health and safety.

Failure of non-compliance with the industry related directives can result in serious consequences for the company. History is full of scandals which warn companies to safe guard against internal and external threats by ensuring compliance within the company.

More and more companies are embracing technology for process control. In order to not only survive but to thrive in today's highly competitive and regulated environment, companies have to ensure that their internal policies and procedures are in compliance with their external regulations and directives.

- FSA
- Basel Committee
- EU Council and European Commission
- NHS
- GMC
- NIGB
- BNF
- MHRA
- ODPM

jComply Process

jComply completes the compliance process in 8 steps:

1. Create Document

The system allows users to either import an existing MS Word document from the file system or create one using the built-in word processor. Users can also bulk import hundreds of documents into the library using our utility. The document is version controlled, encrypted and then compressed for storage.

2. Review Document

In the second stage, the created document is distributed to a group of reviewers. The reviewers edit the document in the built-in word processor and submit the changes back to the owner of the document.

3. Approve Document

In the third stage, the document is sent to a group of approvers for approval or rejection. Once the document is accepted by all approvers, it is automatically version controlled and a release version is issued. No further changes can be made in the document.

4. Publish Document

In this stage, a released document is disseminated to the selected audience of the policy document.

5. User Training

Fifth stage gives the management the choice of training the users on a specific document before they are tested on it. The manager can create a training test for the users using the questions library. This e-learning experience can be enhanced through the use of videos, audio, flash and other supplementary documents.

6. User Test

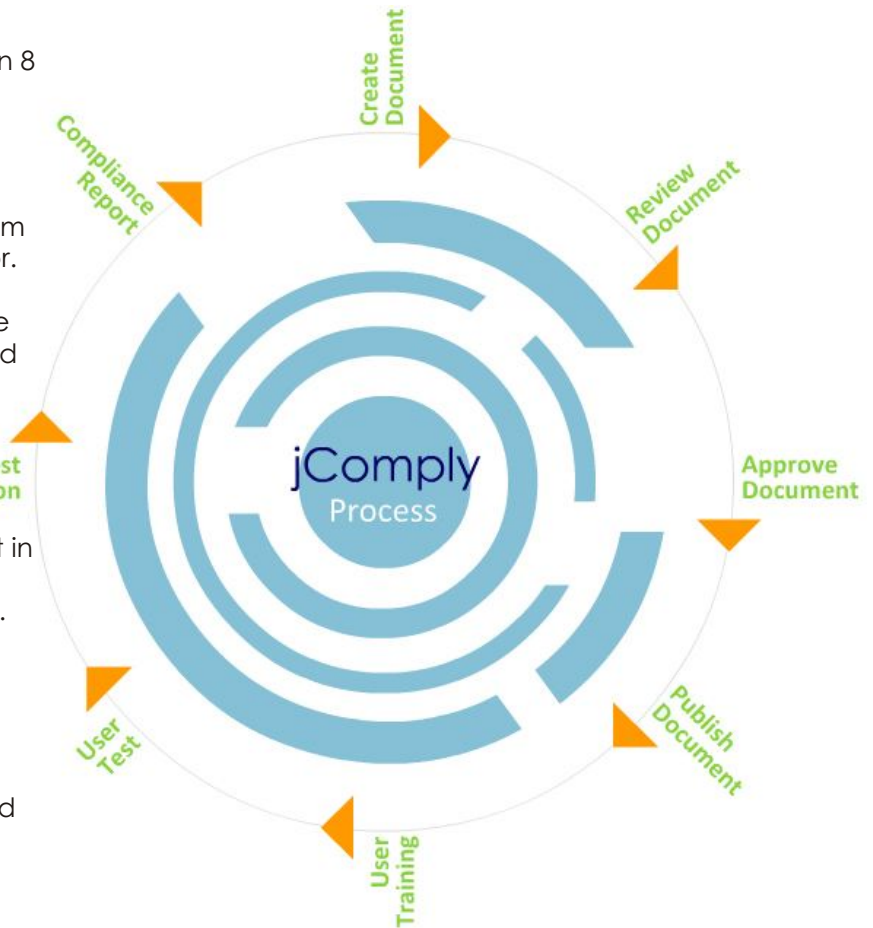
Sixth stage enables the management to test the users on the published documents. Managers can create tests by dragging questions from the questions library or by simply importing an old test and making amendments to it.

7. User Test Evaluation

In stage seven, the tests are automatically evaluated by the system against the correct answers. User is presented with a test report immediately after completing the test or training.

8. Compliance Report

Eighth and the final stage conclude the policy document life-cycle by publishing the Compliance Process Summary Report to the manager. The manager can access the Reports module and generate customisable reports on various stages and modules of the application in PDF format.



jComply can be used to demonstrate compliance in:

- Information Security
- Information Governance
- Health and Safety policies and procedures
- Financial Services compliance
- Environmental policies
- Quality processes



jComply Features

Policies & Procedures Management

Provides a standardised approach for managing a policy document life-cycle by linking a policy document to its related review/approve process, test, training and publishing schedules.

Document Management

Based on the functional specifications by The National Archives, UK, revision 2002 for Electronic Record Management System, the system ensures secure archiving, version control and management of all documents.

Reporting

A complete reporting suite is integral to the compliance process. A variety of reports are available for the middle and top management in real-time to assess the compliance process.

Built-in Word Processor

A built-in word processor is provided to create and edit the documents eliminating the need to purchase a third party product.

eLearning

This feature helps train and educate users on policies and procedures. Users can take training tests frequently and in their own time to enhance their knowledge and improve the compliance level of the company.

Scheduler

Different stages of the policy document life-cycle can be placed on schedule thus setting the entire compliance process on auto pilot.

Task Management & Email Notifications

The system ensures that all the tasks assigned to a user are completed on time through a comprehensive system of task management and email notifications. Whenever a new task is assigned, the

user is informed through an email notification and the task is listed on the users' personal home page along with its due date. The task remains on the home page till completion.

Java Platform

jComply is built on Java platform enabling it to be deployed in Microsoft Windows or Unix environments. The technologies used are JEE, JSF, AJAX and Hibernate.

Comprehensive Audit Trail

jComply is empowered with a thorough audit log which keeps a trail of all the action events that occur in the system. Event such as an email notification to a user to view a record is also time stamped in the logs.

Escalation

Audit is complemented with an automatic escalation feature which scans the system for overdue tasks and generates email alerts to the management.

Question Library

jComply comes bundled with a question library. This library enables the users to create questions, manage them and re-use them when required.

SOA – Service Oriented Architecture

jComply is built on SOA that uses loosely coupled services to support the requirements of business processes and users



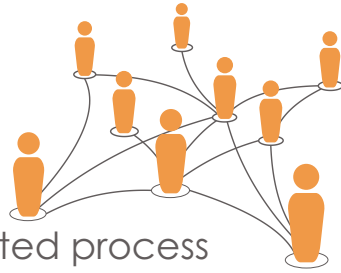
Why Should You Choose jComply ?



Enforces regulations more efficiently

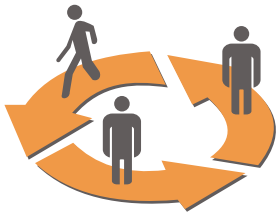


Accurately proves compliance



Totally integrated process

Saves your time and money



Provides flexibility whilst embracing change



Avoids the outcomes of non-compliance

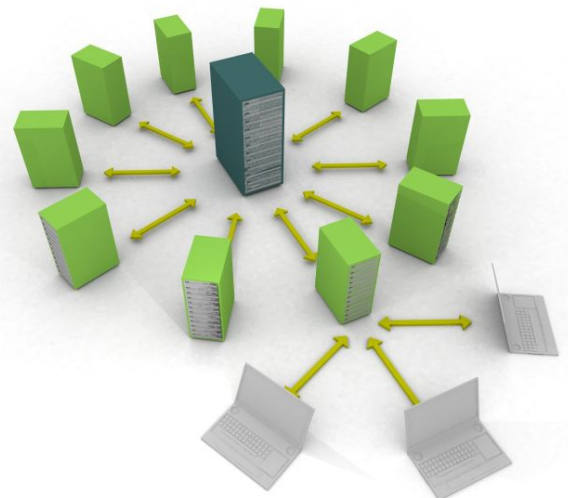
Hardware and Software Requirements

Hardware Requirements

Dual Core Intel® Xeon® 3040, 2MB Cache, 1.86GHz, 1066MHz FSB, 2GB DDR2, 667MHz, 80 GB HDD

Software Requirements

Microsoft Windows Server 2008 32 or 64 bit OS, JBoss 3.2.7, JDK 1.6, My SQL 5.0



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