

Compliance is easier with TeamPoint™

Publish your policies in TeamPoint and stay on top of your compliance tasks

Most organisations need to maintain a library of policies and procedures to stay compliant with regulations and standards, but often struggle to manage their policies effectively. How do you make sure everyone has the current version of the policy? How do you know they've read it? How do you make sure you've got buy-in from the team? How do you prove all this to an auditor or regulator?

TeamPoint addresses all these problems allowing you to quickly write, approve and publish policies and procedures - and prove that you've done it right. You can choose whether team members have to read a policy, and record their acceptance of a policy or procedure.

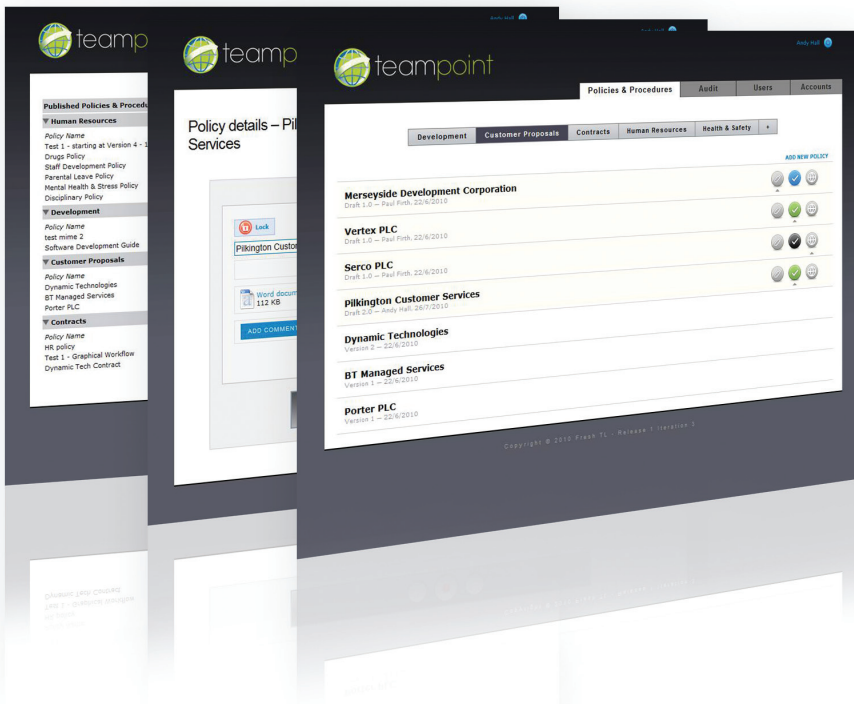
TeamPoint allows you to decide who needs to write, review and publish each policy; decide the deadline for each stage in this process; and can even remind people that they have an outstanding action so you don't have to do the leg work. When one person has completed their action, the next person is automatically notified that the policy is ready for their input. TeamPoint's comprehensive audit functionality allows you to review the version history of every policy. The Audit Module shows you who wrote the policy, who reviewed it and who approved it for publication, as well as showing who has read the published policy.

TeamPoint runs in a secure "cloud" environment, so there's no software to install and you can get up and running in minutes, not months. Because you access TeamPoint through your web browser, your team can approve and read policies anywhere, and you can even publish your policies to external stakeholders like customers or suppliers.

With TeamPoint, you can...

- **Store and publish your policies** in a secure environment and access them anywhere, anytime from a web browser
- **Manage the process of writing and approving policies** with a simple, configurable workflow
- **Require team members to read policies and procedures** and record their acceptance
- **Version control your policies** and ensure that everyone is seeing the right version of the policy
- **Prove that policies have been written and approved** by authorised signatories using TeamPoint's Audit module





To learn more about how Teampoint can help you manage your policies and procedures more effectively, contact us on:

Tel: 0845 299 7800
or visit
www.freshtl.com/en/home/applications/teampoint.aspx

TeamPoint is affordable and reliable

- TeamPoint is available as a subscription, so there are no up-front costs, just a low monthly fee
- You can transfer your legacy policies into TeamPoint and get new users set up in seconds
- A low cost migration service is available for organisations with large policy libraries
- All your documentation is stored in a secure Tier 1 data centre and is mirrored to a second data centre for complete peace of mind
- Communication to and from TeamPoint is SSL encrypted ensuring that your data always remains secure and private
- All documents stored on TeamPoint servers are encrypted (AES-256) and are inaccessible without your account password
- TeamPoint is hosted in a “High Availability” environment to ensure that the service runs smoothly even at times of high demand

freshtl

Freshtl is an IBM Business Partner with broad experience helping organisations select and deploy cloud computing solutions. As experts in cloud computing, we can advise you on a range of solutions from online collaboration and email to business compliance, workflow and data backup.

TeamPoint is one of a range of cloud computing applications developed and marketed by Freshtl. Cloud computing is the fastest growing IT sector, reflecting the imperative for businesses to deploy solutions fast and without the up-front costs of traditional software and hardware installations.



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