



10 REASONS WHY MORE COMPANIES

ARE LEVERAGING SHAREPOINT WITH CONVERGEPOINT FOR COMPLIANCE

1. TIGHT INTEGRATION WITH MICROSOFT OFFICE
2. VERSION CONTROL
3. ROLES BASED ACCESS AND PERMISSIONS
4. FULL AUDIT TRAILS
5. OUTLOOK EMAIL ALERTS AND NOTIFICATIONS
6. CONFIGURABLE WORKFLOWS
7. SEARCH AND ADVANCED REPORTING ANALYTICS
8. REAL TIME DASHBOARDS
9. YOU CONTROL YOUR DOCUMENT MANAGEMENT
10. TURNKEY SOLUTION = QUICK COMPLIANCE

Choosing which platform to host your compliance solutions on is not a straightforward task. Making the decision to build a solution in-house versus storing your sensitive data on a vendor's platform both have their own list of risks. ConvergePoint provides a unique alternative allowing you to leverage your internal resources, while providing a best practices solution without having to reinvent the wheel.

ConvergePoint has expanded Microsoft's #1 collaborative tool, Microsoft SharePoint to include management lifecycles critical to compliance, ensuring streamlined processes and corporate cohesion.

More companies are turning to ConvergePoint for Policy and Procedure Management, Contract Lifecycle Management, and Employee Health and Safety Management solutions, as the unique offering allows greater utilization and incorporation of their Microsoft SharePoint strategy, while aligning automated business processes with the latest industry best practices.

Take the first step to smart compliance management by scheduling a free evaluation and consultation with a ConvergePoint expert.

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1. Tight Integration with Microsoft Office

Instead of learning yet another 3rd party platform, ConvergePoint provides the latest compliance management best practices while leveraging Microsoft capability. Documents can be created and edited in word with Track Changes, and Microsoft Office templates can be stored for uniformity. Why reinvent the wheel when you can utilize best practices with ConvergePoint?

2. Version Control

How many times have you searched through a shared drive to make sure you are working on the most current version of a document? No longer is this an issue when you utilize ConvergePoint on SharePoint. Documents are automatically saved within the SharePoint environment making sure everyone is always viewing the most current document. Workflows for new documents, revisions, updates, and retirement always address your specific needs.

3. Roles Based Access and Permissions

SharePoint groups automatically integrate with your active directory (your company email address book), and as you update your active directory, ConvergePoint automatically follows suit. Keeping sensitive data secure is also important—ConvergePoint makes it simple to permission off data so you can ensure employees are only seeing information that is pertinent to them.

4. Full Audit Trails

A significant necessity of compliance platforms is having a consistent method to storing documentation. With ConvergePoint each version and supporting articles of the document is automatically stored, and a complete trail of work history and commentary is logged. Discussion boards save a significant amount of time compared to email when it comes to audits. This ensures that nothing is ever lost in the system, there is always a full trail, and all supporting documents are filed and stored.

5. Outlook Email Alerts and Notifications

ConvergePoint automatically keeps the documents moving through the system with a series of email notifications and real-time dashboards. As soon as one person completes their task, the system automatically sends a notification to the next person in line. The emails have configurable messages, ensuring the employee knows exactly what they need to take care of, reducing bottlenecks within the system. ConvergePoint also allows work re-assignments without interrupting the chain of work, for those instances when a tasked employee is on leave.

6. Configurable Workflows

ConvergePoint allows user friendly designation of collaborative workflow structures and rule-sets that documents need to follow as they are requested, created, reviewed, and distributed to the end user. The solution also provides renewal and expiration management alerts to help reduce unnecessary expenditure and proactive account management. Systematic checks and balances were also designed to ensure that there are no loopholes, as damage control workflows initiate in overdue or problematic scenarios.

7. Search and Advanced Reporting Analytics

ConvergePoint allows you to configure the information you want to capture, and then use this metadata to search for relevant documents and run reports. The permission based reporting is dynamic, allowing the selection of any parameters or criteria needed to achieve the most granular results. This makes accountability within compliance easy to quantify. With the ability to export to any of the popular file types including Word, PDF, Excel, and CSV, reports are always accessible and available to share.

8. Real Time Dashboards

ConvergePoint allows dashboards that are updated in real time as documents are moving through the system. Based on their roles, users will have a unique dashboard, allowing them to easily locate and check statuses of documents in which they have ownership.

9. You Control Your Document Management

With ConvergePoint, all information and documentation is stored on your server, keeping your sensitive information within your control and off of the cloud. As data regulations expand, the need for secure document management becomes increasingly important. SharePoint is often already a strategic initiative across organizations for management; by expanding the SharePoint strategy further, costs are reduced and existing resources can be fully utilized.

10. Turnkey Solution = Quick Compliance

By simply expanding the SharePoint capabilities with the turn-key ConvergePoint Solution you can ensure quick compliance. Implementation of the solution is direct and requires little time: Legacy document importing is a two-step process, Active Directory group setup is straightforward, and workflow collaboration administration is streamlined and business-user friendly. Once these initial parameters are set, the system takes care of the rest – including reminding you when it is time to act.



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