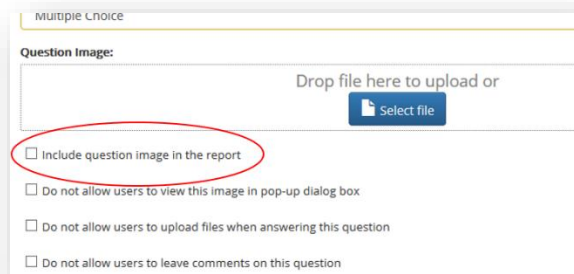


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## Release Features

### Audit Track – Include images on audit report

*This feature allows users to choose images that are added to the audit question that they would like included on the audit report. Some questions may have a corresponding image (e.g. choose the image that most closely represents your wrist posture) and the image would be necessary to reference when viewing the completed audit report. This feature can be used when creating/editing a question within an audit template by checking the box labeled “Include question image in the report”.*



Multiple Choice

Question Image:

Drop file here to upload or

Select file

Include question image in the report

Do not allow users to view this image in pop-up dialog box

Do not allow users to upload files when answering this question

Do not allow users to leave comments on this question

### Audit Track – View multiple questions per page when performing an audit

*When completing an audit in the employee portal or performing it through Audit Track an option has been included for the user to choose how many questions they would like to view per page. Users can view 1, 5, 10, or 15 questions per page. When the user chooses multiple questions per page the page will scroll down through the questions based on the user’s selection. This functionality is useful for checklist type audits allowing the user answer questions out of a certain order.*

### Audit Track – Ability to email the audit report or corrective actions to individuals

*From the Audit Track > History page, a button is now available at the top of the page which is labeled ‘Send’. This option allows the user to check the boxes of audits and when they click Send they are able to identify team member(s) to distribute the audit report or corrective action report to via email.*

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### Audit Track – Ability to edit audit responses after an audit has been performed

The ability to edit an audit after the audit has been performed is now available. This enhancement allows the user to easily make changes to a completed audit considering that a question may have been responded to incorrectly or is immediately corrected and would like to modify the Audit rather than redo the audit entirely. Completed audits can be edited by going to Audit Track>History>click the audit ID and Edit the response for each question.

The screenshot displays an audit report interface. At the top, there is a header section with the following information: 'Audit type: Ben-evaluation', 'Completion Date: Aug 16, 2016 09:46 AM', 'Percentage of passing responses: 50%', 'Employee signature: \_\_\_\_\_', and 'Evaluator signature: \_\_\_\_\_'. Below this, a question is listed: 'Question 1: Your seat height should NOT allow which of the following configurations?'. The response is 'Response: Thighs horizontal to the floor', and it was 'Responded: Jul 26, 2016 02:22 PM by Company, ABC'. A yellow recommendation box states: 'Recommendation: This is a correct seat height configuration. Toes aligning with your knees would not allow for proper seat height configuration.' On the right side, there are two columns: 'Corrective Actions' and 'Edit'. The 'Edit' button is circled in red.

### Audit Track – View completed audit change history

As completed audits can now be edited the ability to view the change history of completed audits is also available. Within Audit Track>History>Click on Audit ID a button at the bottom of the audit report labeled Download History. An excel report will download which includes all of the history of changes made to the complete audit.

### Audit Track – Signature sections available on audit report

An employee and evaluator signature have been included on the audit report which allows the user to print the PDF copy of the completed audit report and gather signatures as needed. The report can be downloaded once an audit has been performed and results gathered from Audit Track>History>Download.

### COI Track – View notification dates within workflow status

A date column has been added to the workflow status which includes the date that each notification to vendors/clients was sent. If the message has not been sent the column remains empty for that message in the workflow. Dates are only tracked for messages sent from 1/9/2017 forward. Any previous messages sent will not include the date. The workflow date tracking is available from COI Track>Manage Certificates>and from the Received Certificates, Invalid and Issued Certificate pages.

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My Content – My Content is now available from the Resources tab

## Training Track – Schedule Training Display

The page used when scheduling training within Training Track>Schedule has been modified to use a single page, side-by-side display. This new design allows for a quicker experience to schedule training and view all information related to the scheduled training on a single page.

The screenshot shows a web interface titled "Schedule training course". It features a side-by-side layout with two main columns. The left column contains a "\*Due Date:" field with the value "01/24/2017", a "Training course:" dropdown menu with "Begin typing training course" selected, and a table of available courses. The right column contains an "\*Employee selection:" dropdown menu with "Employee" selected, an "Employee:" dropdown menu with "Begin typing employee" selected, and a list of employee names. At the bottom, there is a summary of "6 seats scheduled for a total of \$0.00" and buttons for "Confirm", "Cancel", and a checkbox for "Send employee notifications immediately".

<input type="checkbox"/>	Training Course	Price
<input type="checkbox"/>	Active Shooter Preparedness <span>En</span> <span>Es</span>	Free
<input type="checkbox"/>	Bloodborne Pathogens <span>En</span> <span>Es</span>	Free

<input type="checkbox"/>	Name
<input type="checkbox"/>	Andersen, Gary
<input type="checkbox"/>	Anderson, Charles
<input type="checkbox"/>	Angelov, Lazar

## Partner Admin Site – Quick Link Management

If you are a provider of the Risk Management Center to your customers, you can now manage the Quick Links that your customers access from your Admin Site>Setup>Quick Links. From here you can view and customize the default Quick Links, add custom Quick Links to outside web pages, etc. Any changes made to the Quick Links will not affect customer's whom have previously modified their own Quick Link settings.