



Qualsys

Leading compliance and document management solutions

Qualsys Webinar

“Share latest EQMS developments
and GRC best practice around
document, audit and risk management”

23 April 2013

Presentation: 30 mins + your questions



Michael Ord
Business Dev Manager



Simon Wells
Training Manager

Agenda:

1. New GRC Modules
2. KPI Dashboard
3. Audit Manager
5. Document Manager
(Office, Outlook, Sharepoint, Mobile)
6. Risk Manager
7. Next Time...

Governance, Risk and Compliance solutions

- ✓ Compliance, document management & quality management software
- ✓ Blue chip and major public sector clients
- ✓ Formed in 1995
- ✓ In over 100 countries, with c900k users
- ✓ *ISO9001 certified & member of Chartered Institute of Quality (CQI)*



Birmingham
Children's Hospital



nps group



FINANCIAL TIMES



DIAGEO

Royal Free Hampstead
NHS Trust



Lancashire
County Council



The background is a blue gradient with faint gear shapes. A dark blue horizontal band is positioned across the middle of the slide.

Today's webinar:

KPI Dashboard

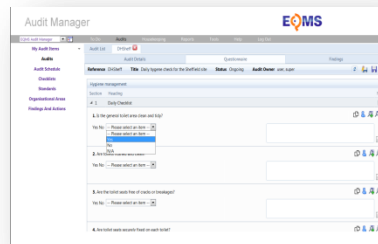


EQMS Document Manager



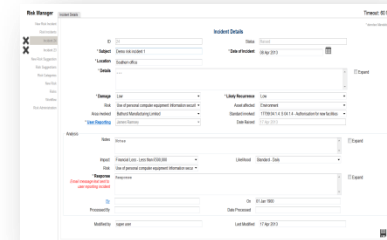
EQMS Everywhere:
Outlook, Office, Mobile

EQMS Audit Manager



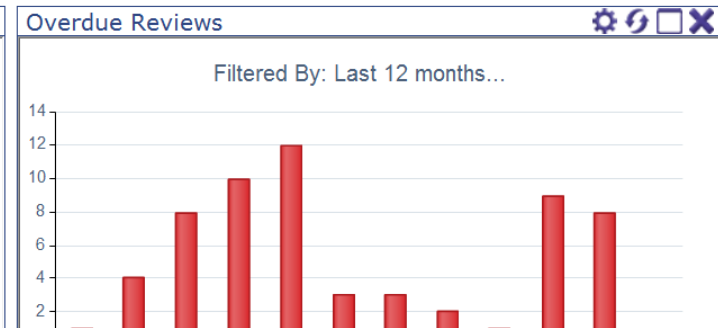
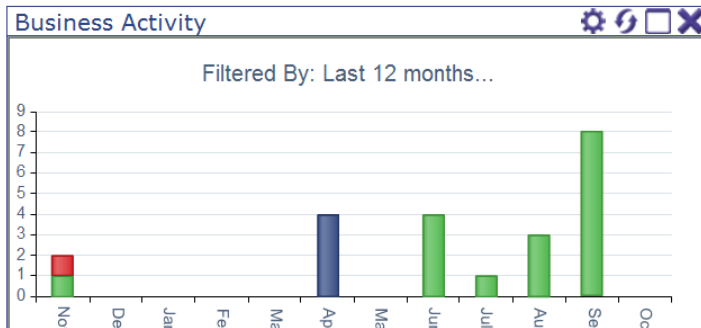
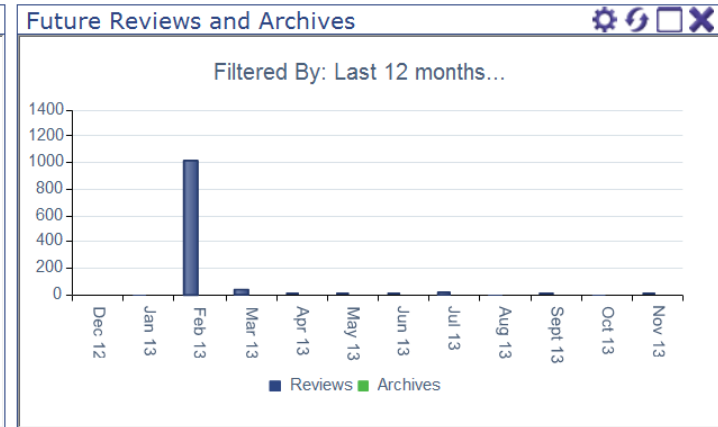
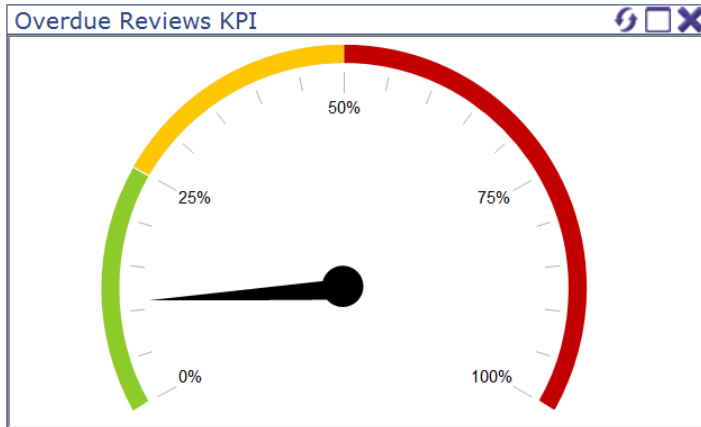
Schedule audits, checklists,
findings, reporting

EQMS Risk Manager



- Risk Register
- Recording of incidents with associated Risks (whether on the Risk Register or not).

EQMS Dashboard



<http://eqms.co.uk/Grc/Product/5/EQMS-Dashboard>




EQMS Audit Manager

The screenshot displays the EQMS Audit Manager web application. The interface includes a top navigation bar with the EQMS logo and a menu with options: To Do, Audits, Housekeeping, Reports, Tools, Help, and Log Out. A left sidebar contains a 'My Audit Items' dropdown menu with sub-items: Audits, Audit Schedule, Checklists, Standards, Organisational Areas, and Findings And Actions. The main content area shows an 'Audit List' for 'DHSheff'. Below this, there are tabs for 'Audit Details', 'Questionnaire', and 'Findings'. The 'Questionnaire' tab is active, displaying audit details for 'Reference: DHSheff', 'Title: Daily hygiene check for the Sheffield site', 'Status: Ongoing', and 'Audit Owner: user, super'. The questionnaire content is titled 'Hygiene management' and includes a table with 'Section' and 'Heading' columns. Under 'Section 1', there is a 'Daily Checklist' with four numbered questions, each followed by a 'Yes No' dropdown menu and a text input field. The first question is '1. Is the general toilet area clean and tidy?'. The second is '2. Are toilets flushed and clean?'. The third is '3. Are the toilet seats free of cracks or breakages?'. The fourth is '4. Are toilet seats securely fixed on each toilet?'. Each question has a 'Yes No' dropdown menu with options: '-- Please select an item --', 'Yes', 'No', and 'N/A'. The 'Yes' option is currently selected in the first dropdown. To the right of each question is a text input field and a set of icons for actions like copy, print, and refresh.

<http://eqms.co.uk/Grc/Product/10/EQMS-Audit-Manager>



EQMS Risk Manager

Document Navigator 

EQMS Navigator To Do Navigator Dashboard Search Changes Reports Tools Help Log Out

Risk Manager Timeout: 60 Minutes

New Risk Incident
Risk Incidents
New Risk Suggestion
Risk Suggestions
Risk Categories
New Risk
Risks
Workflow
Risk Administration

Risks S2

Filters

Risk Category: Risk: Asset:

Owner:

Org Areas: include sub-Levels

Standards: include sub-Levels

Level of Risk: Low Medium High

Status: Draft Assessed Approved

Mine Show Archived

🔍 ✕

ID	Risk Category	Risk	Owner	Status
61	Operating processing plant	Risk 1	AUDADM - Audit Administrator	Approved Low
56	Operating processing plant	risk of electrical malfunction		Approved Low
53	Health & Safety	risk of food poisoning - South western supply chai	EVERYONE - System User	Approved High
52	Health & Safety	risk of food poisoning - Birmingham plant	EQMSADM - Document Administrator	Approved Low
51	Car pollution	inaccurate projected profits - processing	EQMSADM - Document Administrator	Approved Low
48	Environment	inaccurate forecasting - telecoms sector	SYSADM - System Administrator	Approved Medium
46	Health & Safety	failure to follow procedure	AUDGRPMGR - Audit Group Manager	Approved Medium
45	Handling chemical goods	risk of imbalanced ROI calculations	demo - demo	Approved Low
45	Handling chemical goods	risk of imbalanced ROI calculations	JOBADM - Job Admin	Approved Low
44	Health & Safety	risk of injury to staff	AUDADM - Audit Administrator	Approved Medium

12

Designed for recording and maintenance of a Risk Register

<http://eqms.co.uk/Grc/Product/4/EQMS-Risk-Manager>



*pre-release design. Upgraded design coming soon.



EOMS Risk Manager

Document Navigator

EQMS

EQMS Navigator To Do Navigator Dashboard Search Changes Reports Tools Help Log Out

Risk Manager Timeout: 60 Minutes

New Risk Incident
Risk Incidents
New Risk Suggestion
Risk Suggestions
Risk Categories
New Risk
Risks
Workflow
Risk Administration

Risk Categories S1
bold label denotes Mandatory field

Filters Include inactive

List of Categories

	Risk Categories
	Health & Safety
	Use of office equipment
	Use of personal computer equipment
	Operating reprographic equipment
	Handling chemical goods
	Operating lifting gear
	Operating processing plant
	Wearing protective clothing
	Car travel
	Environment
	Output of noxious fumes
	Product degradation
	Car pollution
	Financial risks

ID

Name

Description Expand

Parent

Owner

Group Owner

Assess

Approval

Active



- The Register may comprise a hierarchy of Categories of Risk



EQMS Risk Manager

EQMS Risk Manager

Document Navigator

EQMS

EQMS Navigator | To Do | Navigator | Dashboard | Search | Changes | Reports | Tools | Help | Log Out

Risk Manager Timeout: 60 Minutes

- New Risk Incident
- Risk Incidents
- New Risk Suggestion**
- Risk Suggestions
- Risk Categories
- New Risk
- Risks

ST
* denotes Mandatory field

New Risk Suggestion

ID Status

Select your own words below to give an idea of the dangers to company asset and the type of asset affected. This could be anything of value eg building, kit, staff, reputation, profit. A Risk Manager will be in touch.

* Name of Risk Location

* Description Expand

* Asset at Risk * Source Expand

* Likely Impact * Expected likelihood


Proposed by Date proposed



Input of suggested risks



EOMS Risk Manager

Document Navigator 

EQMS Navigator | To Do | Navigator | Dashboard | Search | Changes | Reports | Tools | Help | Log Out

Risk Manager Timeout: 60 Minutes

Incident Details

ID	17	Status	Raised
* Subject	toxic emissions exceeded permitted levels	* Date of Incident	14 Mar 2013
* Location	Icelandic office		
* Details	toxic emissions exceeded permitted levels <input type="checkbox"/> Expand		
* Damage	Medium	* Likely Recurrence	Medium
Risk	--- None ---	Asset affected	--- None ---
Area involved	--- None ---	Standard involved	--- None ---
* User Reporting	Jane Loader	Date Raised	28 Mar 2013

Analysis

Notes	<input type="text"/>			<input type="checkbox"/> Expand
Impact	--- Please Select ---	Likelihood	--- Please Select ---	
Risk	Output of noxious fumes: Risk of toxic emission <input type="text"/>			
* Response	RESPONSE <input type="text"/>			<input type="checkbox"/> Expand
By	super user	On	09 Apr 2013	
Modified by	super user	Last Modified	23 Apr 2013	



Recording of incidents with associated risks



EQMS Risk Manager

EQMS Risk Manager

Document Navigator

EQMS

EQMS Navigator | To Do | Navigator | Dashboard | Search | Changes | Reports | Tools | Help | Log Out

Risk Manager | Risk Details | Assessment Workflow | Incidents | Documents | Standards | Organisations

Timeout: 60 Minutes

Risk: Risk of toxic emissions

ID: 35 | Version: 1 | Status: Approved | Active

* Name: Risk of toxic emissions | * Category: Output of noxious fumes

* Assets under threat: Processing plant | * Vulnerability: Company reput, health and safety

Owner: super user | Group Owner: --- None ---

Date raised: 26 Mar 2013 | Date assessed: 26 Mar 2013

Likelihood: Standard - Daily | Detectability: Standard - Some early warning

Impact: Financial Loss - Over £1m | Level of Risk: **High**

Next assessment: 26 Mar 2014

Assessment:

Workflows: [Assessment](#) | Assessment - Damage assessment | Mitigate High: --- Please Select ---

Modified By: super user | Last Modified: 23 Apr 2013

Assessed By: super user

Approved By: super user | Date Approved: 17 Apr 2013



Recording of incidents with associated risks



EOMS Risk Manager

Document Navigator

EOMS

EQMS Navigator To Do Navigator Dashboard Search Changes Reports Tools Help Log Out

Risk Manager Risk Details Assessment Workflow Incidents Documents Standards Organisations Timeout: 60 Minutes

New Risk Incident
Risk Incidents
New Risk Suggestion
Risk Suggestions
Risk Categories
New Risk
Risks
Risk 35
Workflow
Risk Administration

Risk Incidents S26

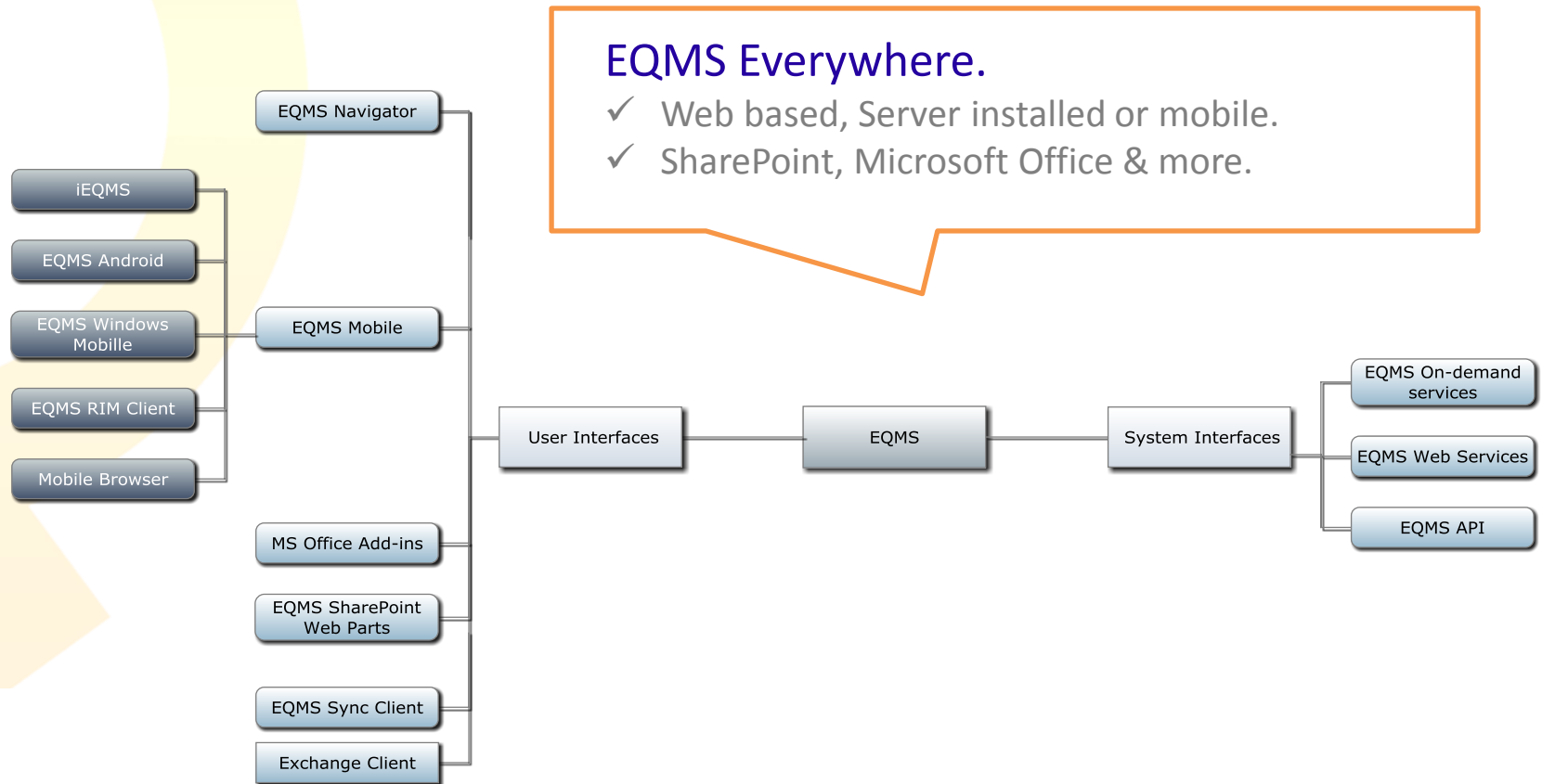
ID	Subject	Status	Date raised
17	toxic emissions exceeded permitted levels	Raised	28 Mar 2013



Recording of incidents with associated risks



EQMS Document Manager



[MS Office Add-ins video:](#)

<http://www.youtube.com/watch?v=c0on0SIKHgk>

Quick Steps

- Personal
- To Manager
- Team E-mail
- Done
- Reply & Delete
- Create New

Move

- Rules
- OneNote
- Unread/Read
- Categorize
- Follow Up

Find

- Find a Contact
- Address Book
- Filter E-mail

To	Subject	Received	Size	C...
simon@web4law.co.uk;...	FW: COLP-help - Kick-off meeting: 14th January	Wed 09/01/2013 15:23	1...	
Robert Oakley	RE: Lightspeed Support	Wed 09/01/2013 14:28	5...	
Robert Oakley	[4] comments on LinkedIn - Bayesian Filter detected spam	Wed 09/01/2013 13:56	8...	
Qualsys Internal	meeting room - monday 14th Jan	Wed 09/01/2013 13:13	0...	
Robert Oakley	Welcome to the BT Network - Bayesian Filter detected spam	Wed 09/01/2013 12:51	8...	
om katie.mccloskey@bt.com	RE: R26 Component Request - V1 (iVPN2/Access/BT Compute/CPE)	Wed 09/01/2013 10:32	9...	
mike.pound@hotmail.c...	FW: Today	Wed 09/01/2013 10:32	KB	
mike.pound@hotmail.c...	Today	Wed 09/01/2013 10:31	KB	
Robert Oakley	Doc Man Demo Presentation.pptx	Wed 09/01/2013 10:31	...	
Robert Oakley	EQMS upgrade at Leeds 09/01/2013	Wed 09/01/2013 10:02	1...	
Robert Oakley	FW: EQMS Upgrade	Wed 09/01/2013 09:59	0...	
Robert Oakley	FW: Important Information - Qualsys Ltd	Wed 09/01/2013 09:38	4...	
Robert Oakley	Invoice Statement: 1207110 - 14	Wed 09/01/2013 04:03	KB	
D... Qualsys Info	Response to: landing-page-temp - Download Whitepaper	Wed 09/01/2013 03:22	1...	
M Bendall; Isabelle Po...	Sodexo Workshop 2 notes	Tue 08/01/2013 22:50	2...	
Robert Oakley	RE: Lightspeed Support	Tue 08/01/2013 20:14	4...	
Robert Oakley	RE: EQMS phrases to French	Tue 08/01/2013 17:33	4...	
Simon Wells; Robert N...	EQMS enhancements	Tue 08/01/2013 17:30	8...	
Robert Oakley	Thank You For Creating a Livescribe Account - Bayesian Filter detecte...	Tue 08/01/2013 17:17	7...	
Robert Oakley	Out of Office AutoReply: EQMS phrases to French	Tue 08/01/2013 16:58	KB	
Peter Pond; Robert Oa...	CID1780.EQMS Enhancements	Tue 08/01/2013 16:48	7...	
rob.oakley@qualsys.co...	user group slides and 2013 roadmap	Tue 08/01/2013 15:21	...	
Bob Bollom; Robert N...	RE: Risk Manager Fucntional Spec.	Tue 08/01/2013 14:47	5...	
Robert Oakley	Intuit QuickBase:: Helpful Resources	Tue 08/01/2013 11:28	0...	
all... Robert Oakley	Re: The Apple Store, Meadowhall Business Team	Tue 08/01/2013 10:50	5...	
Robert Oakley	AGM of the Coaches Association next week	Tue 08/01/2013 10:28	9...	
Robert Oakley	Friendly Fixture v Weirs CC - 13th/14th Apr	Tue 08/01/2013 10:24	5...	
Robert Oakley	QuickBase Registration	Tue 08/01/2013 10:22	KB	
Robert Oakley	Welcome to QuickBase - Bayesian Filter detected spam	Tue 08/01/2013 10:20	0...	

Search Inbox (Ctrl+E)

EQMS Outlook Region

Navigator | Document Search | To Do List | Settings

- 00. Policies and Procedures
- 01. Forms
- 02. Plans
- 03. Applications
- 04. Group Vacancies
- 05. General information
- 06. News
- 07. Department Information
- 08. Active Forms
- 09. Personnel Information
- 10. Global Telephone Directory
- 11. Demo docs

Uncheck All | E-mail Checked

Thu 11:00: Appraisal Today: 1 Tasks

Taskbar icons: File Explorer, Outlook, Word, PowerPoint, Internet Explorer

EQMS SharePoint Connect:

The screenshot displays the EQMS SharePoint Connect interface. At the top, there is a navigation bar with 'Site Actions', 'Browse', and 'Page' tabs. The user's name 'Michael Ord' is visible in the top right corner. Below the navigation bar, there is a search bar with the text 'Search this site...' and a magnifying glass icon. The main content area is divided into several sections:

- Recently Modified:** A list of recently modified items including 'EQMS', 'Home', and 'How To Use This Library'.
- Libraries:** A list of libraries including 'Site Pages', 'Shared Documents', 'Research', 'News', 'Correspondence', 'Collaboration', 'Document Updates and Review', 'Lists', 'Calendar', and 'Tasks'.
- Discussions:** A section for discussions, including 'Team Discussion'.
- EQMS Search:** A search box with columns for 'ID', 'Title', and 'Site'. The search results show 'No Results Found'.
- EQMS Navigator:** A directory of folders under the 'EQMS' heading, including:
 - 00. Quality Management
 - 01. Standard Operating Procedures
 - 02. SOP Templates
 - 03. Policies
 - 04. Manuals
 - 05. Processes
 - 06. Quality Forms
 - 07. Resources
 - 08. Correspondence
 - 09. Active Forms

At the bottom right of the interface, there is a page indicator '1-10' with a right-pointing arrow.



<http://eqms.co.uk/Grc/Product/15/EQMS-SharePoint-Connect>



EQMS for Smartphones & Tablets



iEQMS Document Management
Qualsys

Get this App
For iPhone & iPad **Free**

iEQMS works with Qualsys' EQMS solutions to manage documentation that supports compliance with ISO9001 Business Standards and Regulations. The simple to use iEQMS App provides secure access to the critical documentation held in your organisation's EQMS system.

Our industry expertise

- Central and local government
- Financial services
- Telecommunications
- Manufacturing
- Aerospace



<http://www.youtube.com/watch?v=MW6szgyM82s>



Next Time> >

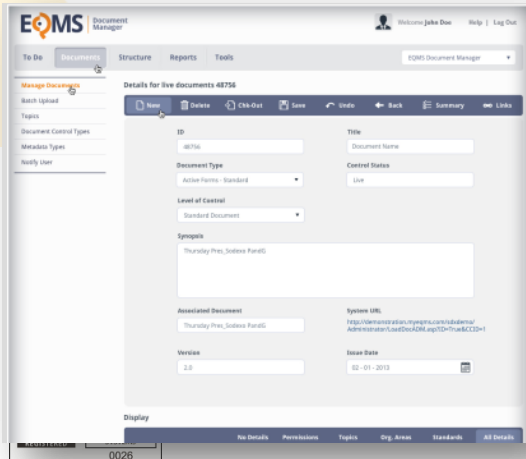
Next Time...

Other GRC Modules

- ✓ Training Records Manager
- ✓ Incident and Accident
- ✓ Supplier

Your suggestions...

New EQMS UI...



Question > >



Thank you

We'd be delighted to provide more detailed demonstrations and guidance.

Contact

- Michael Ord
- Business Development Manager
- Qualsys
- Email: michael.ord@qualsys.co.uk
- + 44 114 282 3338
- Twitter: [@qualsyseqms](https://twitter.com/qualsyseqms)
- Help Videos: <http://www.youtube.com/QualsysLtd>
- Best practice articles on the Qualsys Blog: <http://compliance.eqms.co.uk>

