



Knowledge Manager

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Knowledge Manager

Entropy™ Software provides a powerful business improvement solution that significantly reduces the cost and effort needed to proactively manage risk, improve performance, and help your business grow sustainably. It allows users to add and integrate any number of disciplines into their management process and provides a complete framework for an organization to effectively manage its risk, quality, and sustainability activities.

Used globally, by companies of all sizes, Entropy Software 's Action Manager, Compliance Manager and Knowledge Manager help streamline critical processes that drive continual improvement across all areas of the business.

What is Knowledge Manager?

Due to numerous document repositories and information gate keepers, there can be a fragmented flow of information across the organization. Knowledge within an organization is a valuable resource. But having this knowledge available to use depends on being able to identify, capture, evaluate and retrieve the information assets, as well as subsequently and continually sharing them.

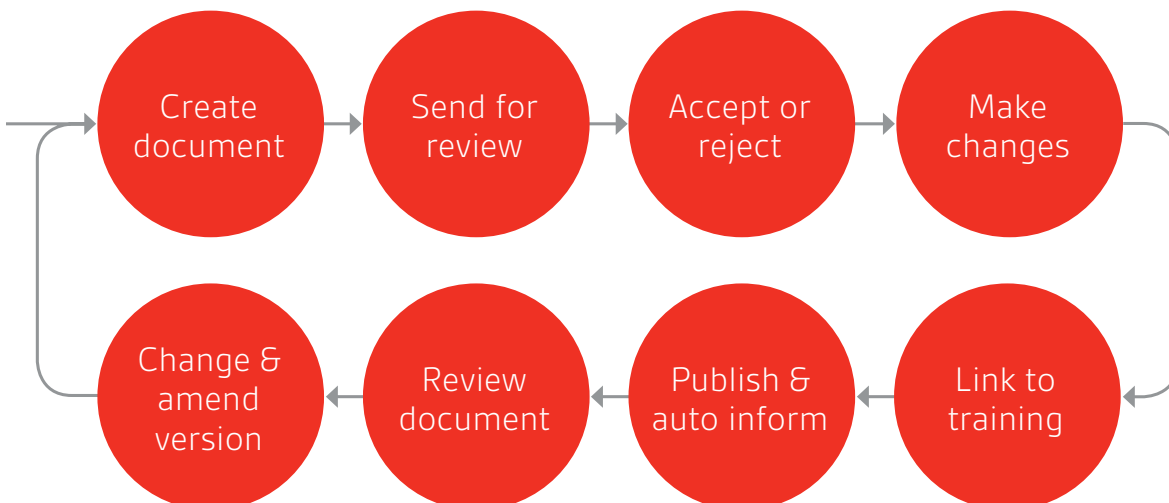
Having greater control over the knowledge and training of staff or other stakeholders has significant benefits for the organization. Often obtaining information as to who has undertaken a training course or read the correct version of

a procedure can be difficult to manage and can impact the safety and business efficiency of your organization.

To meet these challenges, companies need tools which allow them to have:

- A single, central knowledge base
- Information they need at their fingertips
- Access to the latest versions
- Automatic reminders of outstanding training or unread procedures

Core components and functions



What does it do?

Knowledge Manager enables the creation, review, publication and versioning of procedures and policies to manage an organization's expanding knowledge base. E-mail notifications and application task-lists ensure that all users are aware of the tasks, actions and documents for which they are responsible. Linking procedures to relevant training ensure that all personnel acquire necessary knowledge and skills based on roles and responsibilities. Overall, businesses are able to control documents, procedures, training, awareness, and competency which leads to continual improvement.

How does it benefit you?

Instant, organization-wide access to relevant information and a coherent flow of information are an essential element of business improvement. Knowledge Manager enhances availability and sharing of information.

- Provides a central, secure repository for efficient storage of and access to controlled policies and procedures
- Accelerates review and approval cycles with documents automatically moving from one stage to the next
- Delivers real-time, shared, organization-wide visibility into the document status for employees, managers, and executives
- Lowers the cost of compliance with regulations through version control, e-signatures and revision history
- Reduces the risk of non-compliance by monitoring training levels and maintaining accurate records as evidence of compliance.



What does it deliver?

Knowledge Manager presents a wide range of benefits across your organization.

Valued by employees. Entropy Software is the knowledge management solution every employee will value and use. Documentation of policies and procedures is coordinated and maintained, improving staff performance and bringing awareness to any associated training requirements.

Critical for managers. Managers need the right tools to gain visibility into their knowledge management status and activities. With powerful status tracking, task assignment, and dashboard reporting, managers can be confident they are promoting competency.

Trusted by executives. Executives need fast, accurate answers to critical business questions. With Entropy Software's unique configurable dashboards and report building, executives get real-time answers to further improve their decision making.

Is Knowledge Manager right for you?

Can your managers and team members easily access training records, tasks, and achieved competencies?

A customizable 'dashboard' ensures all users are aware of the tasks, actions, and documents for which they are responsible.

Do you have the ability to share key management system information and content?

The application provides all licensed users with access to business-wide information and content. From policies and procedures to best practices and guidance, the application provides a single point for information that can be shared by your entire organization.

Can your managers and co-workers easily access all information relevant to them?

The Knowledge Manager dashboard feature provides users with a real-time personalized view of all tasks and documents for which they are responsible, so that they have relevant information available. Users can also receive e-mail task notifications, which are hyper-linked to the application for easy access.

Do you have the means of setting, sharing, and managing policies and procedures?

Using Knowledge Manager, executives and senior managers can set, manage, and instantly communicate procedures, policies, and other content across your business. Combined with regular compliance auditing, you are able to ensure your business is operating in accordance with business standards.

Does your business continuously improve by learning from past success and failures?

Knowledge Manager best practice tool enables the information and experiences of your team to be captured and shared, thus providing an evolving knowledge base that communicates success, while helping to ensure that past mistakes are not repeated.



BSI Group India
The Mira Corporate Suites, A-2, Plot 1&2
Ishwar Nagar, Mathura Road
New Delhi-110065
T: +91 11 2692 9000
E: info.in@bsigroup.com