



You're Safer with  
**initiafy**

## ONLINE CONTRACTOR MANAGEMENT

PLATFORM FOR ENTERPRISES

Guide contractors through your own  
pre-approval and induction process online.

ACCOUNT FEATURES	BASIC	PRO	ENTERPRISE
Mobile Access	✓	✓	✓
Instant Chat Support	✓	✓	✓
Course Builder	✓	✓	✓
Learner Profiles	✓	✓	✓
Dashboard Insights	✓	✓	✓
Dynamic Registration Forms	✗	✓	✓
Document Management	✗	✓	✓
Identity Capture	✗	✓	✓
Contractor Approval	✗	✗	✓
Record External Training and Qualifications	✗	✓	✓
Pass Cost on to Contractors	✗	✓	✓
Multilingual Audio Auto-Reader	✗	✓	✓
Unlimited Courses	✓	✓	✓
Traffic Light System	✗	✗	✓



## COURSE BUILDER

Build an unlimited amount of courses on any topic. Can be used for contractor, employee and visitor training.



### RELATED FEATURES

External Courses

Publishing Options

Videos within slides

Images within slides

Questions & Final Quiz

Templates

Animations

Mobile Accessibility

User Feedback



### DESCRIPTION

Record training which is not taken through Initiafy on user profiles

Build and amend without publishing

Add video links to slides - the user must watch the full video before moving forward

Add diagrams and images to enhance slides (with secret text - see below)

Add questions throughout the course and a final quiz at the end

Use background design templates and images in your slides

Add animations to images and text e.g. spinning, flashing

Courses can be taken from any device

Request a rating and feedback when users complete the courses



### AUTO-READER

The user can listen to the slide text as well as reading it



### CUSTOMIZED EMAILS

Adapt Email templates and notification frequency



### RELATED FEATURES

Secret Text

Multilingual

Slide Delay

Voice Options

Email Notifications

Email Templates

Reminders



### DESCRIPTION

If you're using a diagram you can add 'secret text' so the Autoreader explains it

Create your course in your preferred language and match the Auto-reader

Decide if the user must wait until the Auto-Reader has finished playing before being able to move forward

Choose different voices and accents to suit your company brand

Notify users and supervisors when courses or documentation is due to expire

A set of templates which can be customized to include extra information

Emails which are sent at a frequency you choose to remind users to take their training courses



## COURSE ASSIGNMENTS

Customize course assignment settings depending on the course and the type of user



## RELATED FEATURES

Auto Assignments

Instant Assignments

Refreshers

Pre-Planned Assignments

Custom Certificates



## DESCRIPTION

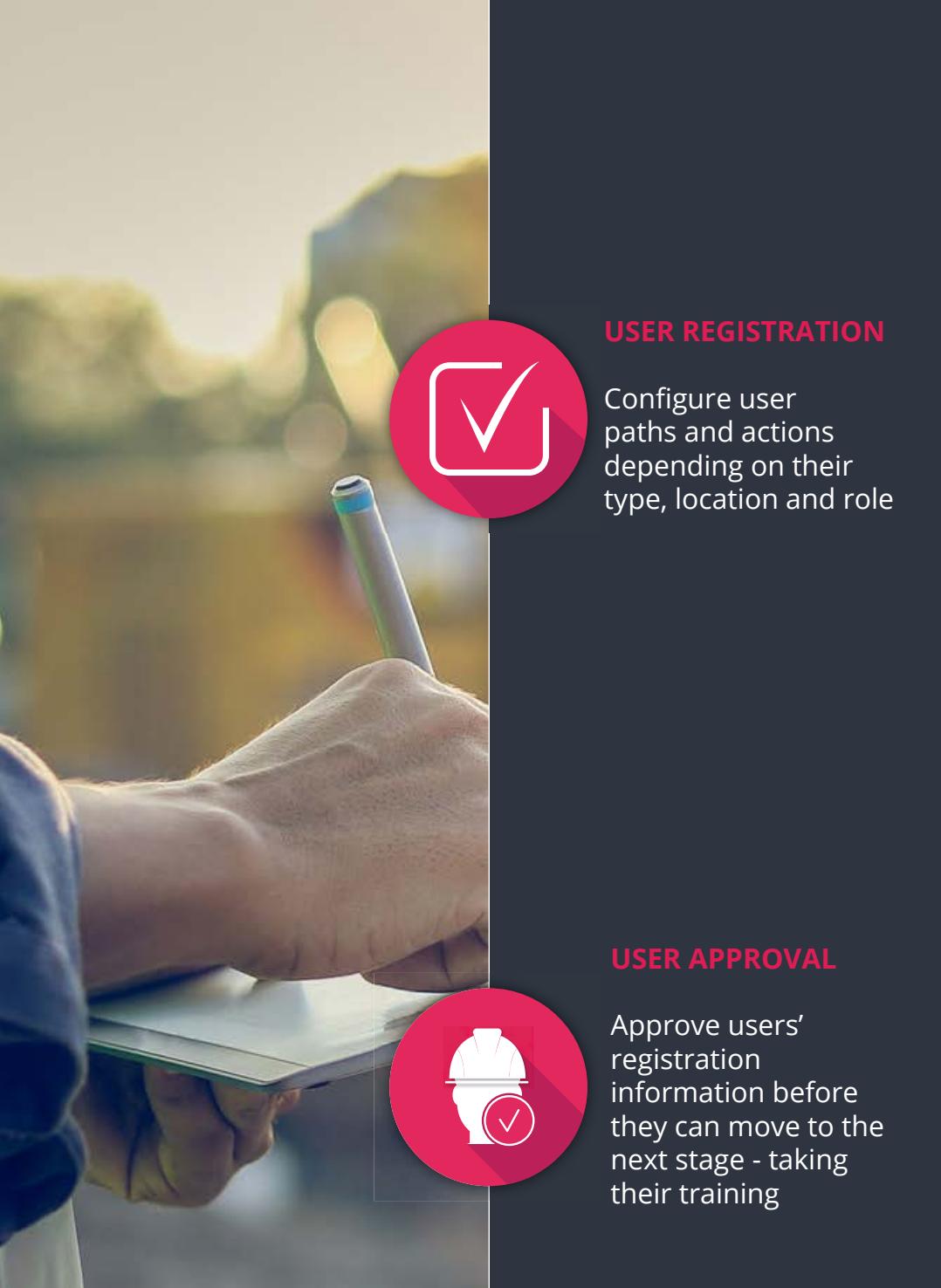
Set up courses to be assigned to users automatically depending on their location and role

Assign courses to groups of users instantly

Auto-assign a refresher course 12/24/36 months after the original course was completed

Assign courses depending on the length of time since the user initially registered

Initiafy has upgraded the design of the safety certificates and company admins can now chose from 3 different sizes - A4, Letter and Credit Card sizes.



## USER REGISTRATION

Configure user paths and actions depending on their type, location and role

## USER APPROVAL

Approve users' registration information before they can move to the next stage - taking their training



## RELATED FEATURES

Pre-Registration

Self-Registration

Dropdown Lists

Auto-Assignment Rules

Custom Fields

Rejection Reasons

Review / Pending / Rejected



## DESCRIPTION

Administrators can add other admins or end users directly into the platform

End Users can register their own details, documentation and identity with a code supplied by their supervisor

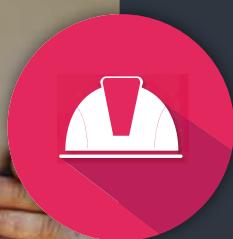
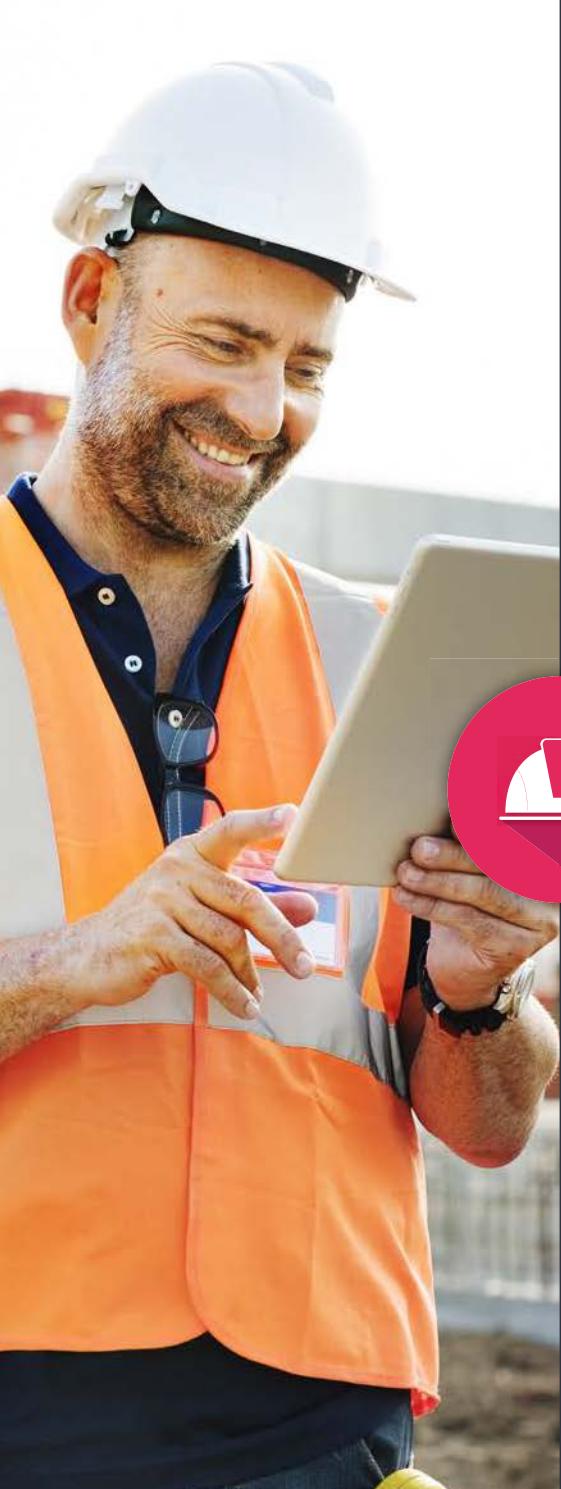
Create lists (e.g. locations and roles) from which users can choose

Auto-assign or instant assign courses depending on the chosen options (above)

Create checkboxes, open text fields and document upload buttons on your customized registration forms

Create a customize list of reasons why a user may be rejected e.g. incorrect documentation

View reports of reviewed, pending and rejected users



## CONTRACTOR MANAGEMENT

Pre-qualify contract companies before they can add end users to the platform



### RELATED FEATURES

Company Codes

We Pay

They Pay

Contractor Registration Forms

Document Upload

Contractor Approval

Traffic Light System



### DESCRIPTION

Issue unique company codes to each contract company you want to add to the platform. This is to be passed to end users once the contract company is approved.

You pay entirely for the Initiafy platform

You pay a license fee and pass the rest of the cost onto the contract companies

Customize the form you want the Contractor Admin to complete for approval

Request Contractor Admins to upload documents e.g. insurance policy documents

Approve or reject each stage of the registration as completed by the Contractor Admin, providing reasons why

Do not give access to users from contractor companies whose mandatory documents are missing or out-of-date.



## DOCUMENTATION MANAGEMENT

Documents can be added, approved and managed at various stages throughout the platform



### RELATED FEATURES

Additional Documents

Useful Documents

My Documents

Contractor Documents

Email Notifications



### DESCRIPTION

Company and Contractor Admins can add documents with an expiry date directly to individual user profiles

Company Admins can automatically add useful documents to all new user profiles

Users can view documents which have been uploaded on their behalf, by them or for them to view

Documentation which has been uploaded by Contractor Admins for approval

Notification is sent to the user, the supervisor and the Contractor Admin (where applicable) when documents are due to expire



## REPORTING AND AUDITING

View live web reports from within the platform or export them to spreadsheets



## RELATED FEATURES

Dashboard

Pre Registered users

Self Registered users

Expiring Documents

Expiring Courses

Logging

Course Ratings



## DESCRIPTION

View monthly activity and instantly download reports

View pre-registered user and course details

View self-registered user, course and document details

Live web report on upcoming expiring documents

Live web report on upcoming expiring courses

Live web report on any changes made to the platform configurations and who made them

Review user feedback on the course material



## ACCESS AND SECURITY

Set up various checkpoints to ensure correct identity and course completion



## RELATED FEATURES

Identity Capture



## DESCRIPTION

Capture the identity of the user while they're completion the course through the camera in their device (configurable feature)

Profile image

Request users to upload an image of themselves to be included on their profile

Certificate of Completion

Issued to a user when each course is successfully completed - contains user profile image, course detail and QR Code

QR Codes

GR code can be scanned (by any QR code scanner downloaded from app store) and will bring the Company Admin directly to the user's profile

self check in/out

Self-check-in/check-out feature which lets users check in onsite faster and easier but only if they meet all mandatory requirements.



**CONTRACTOR MANAGEMENT  
SOFTWARE FOR GAME CHANGERS**

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