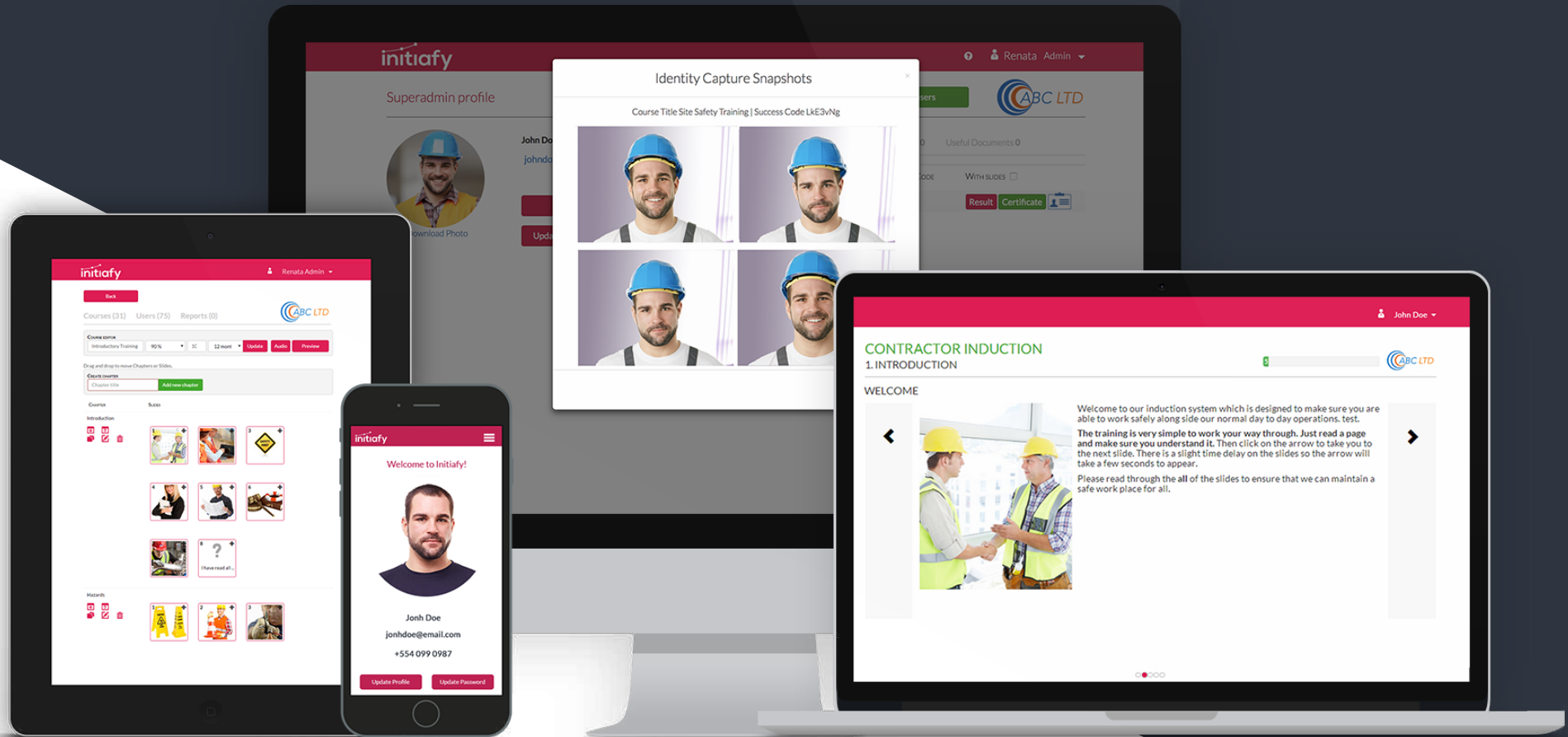# Online Contractor Management Platform for Enterprises

initiafy

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

www.initiafy.com

ACCOUNT FEATURES	BASIC	ENTERPRISE	CONTRACTOR MANAGEMENT
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	✘	✘	✔

Online Contractor Management Platform

MAIN FEATURE	DESCRIPTION	RELATED FEATURES	DESCRIPTION
Course Builder	Build an unlimited amount of courses on any topic. Can be used for contractor, employee and visitor training.	External Courses	Record training which is not taken through Initiafy on user profiles
		Publishing Options	Build and amend without publishing
		Videos within slides	Add video links to slides - the user must watch the full video before moving forward
		Images within slides	Add diagrams and images to enhance slides (with secret text - see below)
		Questions & Final Quiz	Add questions throughout the course and a final quiz at the end
		Templates	Use background design templates and images in your slides
		Animations	Add animations to images and text e.g. spinning, flashing
		Mobile Accessibility	Courses can be taken from any device
		User Feedback	Request a rating and feedback when users complete the courses

Online Contractor Management Platform

MAIN FEATURE	DESCRIPTION	RELATED FEATURES	DESCRIPTION
Auto-Reader	The user can listen to the slide text as well as reading it	Secret Text	If you're using a diagram you can add 'secret text' so the Autoreader explains it
		Multilingual	Create your course in your preferred language and match the Auto-reader
		Slide Delay	Decide if the user must wait until the Auto-Reader has finished playing before being able to move forward
		Voice Options	Choose different voices and accents to suit your company brand
Customized Emails	Adapt Email templates and notification frequency	Email Notifications	Notify users and supervisors when courses or documentation is due to expire
		Email Templates	A set of templates which can be customized to include extra information
		Reminders	Emails which are sent at a frequency you choose to remind users to take their training courses

Online Contractor Management Platform

MAIN FEATURE	DESCRIPTION	RELATED FEATURES	DESCRIPTION
Course Assignments	Customize course assignment settings depending on the course and the type of user	Auto Assignments	Set up courses to be assigned to users automatically depending on their location and role
		Instant Assignments	Assign courses to groups of users instantly
		Refreshers	Auto-assign a refresher course 12/24/36 months after the original course was completed
		Pre-Planned Assignments	Assign courses depending on the length of time since the user initially registered

Online Contractor Management Platform

MAIN FEATURE	DESCRIPTION	RELATED FEATURES	DESCRIPTION
User Registration	Configure user paths and actions depending on their type, location and role	Pre-Registration	Administrators can add other admins or end users directly into the platform
		Self-Registration	End Users can register their own details, documentation and identity with a code supplied by their supervisor
		Dropdown Lists	Create lists (e.g. locations and roles) from which users can choose
		Auto-Assignment Rules	Auto-assign or instant assign courses depending on the chosen options (above)
		Custom Fields	Create checkboxes, open text fields and document upload buttons on your customized registration forms
User Approval	Approve users' registration information before they can move to the next stage - taking their training	Rejection Reasons	Create a customize list of reasons why a user may be rejected e.g. incorrect documentation
		Review / Pending / Rejected	View reports of reviewed, pending and rejected users

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MAIN FEATURE	DESCRIPTION	RELATED FEATURES	DESCRIPTION
Reporting and Auditing	View live web reports from within the platform or export them to spreadsheets	Dashboard	View monthly activity and instantly download reports
		Pre Registered users	View pre-registered user and course details
		Self Registered users	View pre-registered user, course and document details
		Expiring Documents	Live web report on upcoming expiring documents
		Expiring Courses	Live web report on upcoming expiring courses
		Logging	Live web report on any changes made to the platform configurations and who made them
		Course Ratings	Review user feedback on the course material

Online Contractor Management Platform

MAIN FEATURE	DESCRIPTION	RELATED FEATURES	DESCRIPTION
Access and Security	Set up various checkpoints to ensure correct identity and course completion	Identity Capture	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

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MAIN FEATURE	DESCRIPTION	RELATED FEATURES	DESCRIPTION
Documentation Management	Documents can be added, approved and managed at various stages throughout the platform	Additional Documents	Company and Contractor Admins can add documents with an expiry date directly to individual user profiles
		Useful Documents	Company Admins can automatically add useful documents to all new user profiles
		My Documents	Users can view documents which have been uploaded on their behalf, by them or for them to view
		Contractor Documents	Documentation which has been uploaded by Contractor Admins for approval
		Email Notifications	Notification is sent to the user, the supervisor and the Contractor Admin (where applicable) when documents are due to expire

Online Contractor Management Platform

MAIN FEATURE	DESCRIPTION	RELATED FEATURES	DESCRIPTION
Contractor Management	Pre-qualify contract companies before they can add end users to the platform	Company Codes	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.
		We Pay	You pay entirely for the Initiafy platform
		They Pay	You pay a license fee and pass the rest of the cost onto the contract companies
		Contractor Registration Forms	Customize the form you want the Contractor Admin to complete for approval
		Document Upload	Request Contractor Admins to upload documents e.g. insurance policy documents
		Contractor Approval	Approve or reject each stage of the registration as completed by the Contractor Admin, providing reasons why