

# Forms and Checklists

## PAPERLESS. EFFICIENT.

Go paperless! Improve efficiency, eliminate manual data capture and manage risk and compliance digitally.

### Why Lexis GRC?

A comprehensive reputation protection solution supported by world-class regulatory content. It is the governance, risk, and compliance software that executive boards rely on. With a variety of modules available, you can customise your solution to meet your specific requirements.

### Other Lexis GRC modules

- Auditing
- Compliance
- Enterprise Risk Management
- Forms and Checklists
- HIRA
- Incident Management
- Legal Universe & Registers
- Lexis® Assure Regulatory Alerts
- Occupational Hygiene
- Surveys



With this module you can convert all your paper-based forms and checklists to digital, allowing users to complete it online.



*Build business logic into forms to make it intelligent by dynamically changing requirements based on information captured.*

### Drag-and-drop form builder

The user-friendly form builder allows you to build and maintain your own forms and checklists with limited technical knowledge required. Standardise forms, mandatory inputs and business rules and modify them yourself when processes change.

### Reporting

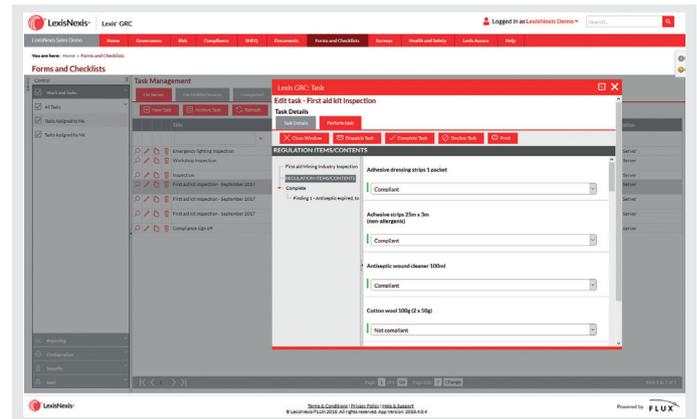
Standard reports allow you to search and filter, find issues, reoccurring patterns and trends quickly and easily. Build and maintain your own reports with templates that conform to your organisation's corporate identify. Generate automated reports at the push of a button.

### Intelligent forms

Build business logic into forms to make them intelligent by dynamically changing requirements based on information captured. Ensure sign-off, capturing of evidence or send email notifications when certain conditions are met or specific thresholds exceed. Also, standardise operating procedures, reduce training time, ensure compliance and manage more proactively by identifying issues early.

## Go paperless by digitising forms and checklists

With this module you can convert all your paper-based forms and checklists to digital, allowing users to complete it online using Lexis® GRC or offline using our mobile app on android devices. Forms and checklists are completed in the field and data is synchronised with Lexis® GRC, eliminating the need to re-capture information. Improving efficiency without manual capturing and reducing the margin for error, you can save on time and money.



### Multi-purpose

Effective governance, risk and compliance management often relies on other information being captured using forms and checklists, like approval forms, pre-use inspections, mini risk assessments, declarations, insurance forms, security checks inspection registers etc. With this module, all information is captured digitally and instant reports can be viewed to identify issues quickly and easily.

### Capture better evidence

Use mobile devices to capture better evidence including GPS location, photographs and signatures. Know where something happened, see what happened and get sign-off when required in real-time without the need to attach or capture information after the fact.

Choose a value for money system that evolves with you. If you are looking to conserve resources, minimise risk and guarantee continuous improvement, don't start from scratch - contact LexisNexis today.