



Compliance Questionnaire Solution

Quickly build questionnaires
and engage with employees to
drive compliance across your
organisation



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 - The webapp (End-to-end)
 - Key benefits
- **readyplatform** - The enabling environment
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Digitise the process ...

of gathering compliance confirmations from employees across your organisation



About Us

We build and host digital products and solutions at the forefront of technology to enable measurable and practical digital transformation for our clients.



The need

Throw away spreadsheet and expensive GRC solutions and manage your compliance declarations using a simple, intuitive and inexpensive approach.

The Compliance Questionnaire Solution (CQS) has been tailored specifically to help organisations drive compliance programs within their organisations. As such, users are presented with a completion certificate that can be printed when they have submitted their response or at any future date by simply accessing the completed questionnaire.

In addition, users have the functionality to access a complete list of all responses provided in the past across any number of questionnaires and can dive into these previous questionnaires at any time to review the answers they provided on a per-question basis or in summary.

Users are automatically notified when they have to complete a questionnaire and are sent reminders at regular intervals to help ensure that the answers are obtained before the deadline.

Having being built for compliance, the system provides a full audit trail of activity and is aimed at administrators who build questionnaires and conduct sessions.

Administrators can also flag certain questions as “auditable items” to track and follow-up on answers provided to really sensitive questions or potential problem areas.

A group of five business professionals (three men and two women) are gathered around a table in a modern office setting. They are looking at documents and a laptop, appearing to be in a collaborative meeting. The background shows large windows with a view of greenery outside.

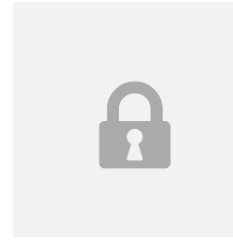
Touchpoint Questionnaires

Quickly build questionnaires and engage with employees to drive compliance across your organisation



At a glance ...

Built and hosted on our revolutionary flagship digital platform - *readyplatform*



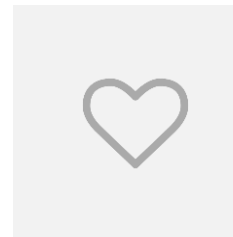
Secure

- The information your respondents is stored securely in encrypted databases and is NEVER shared



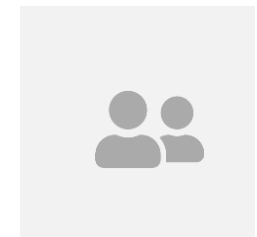
Online reporting

- Summary dashboard reports
- Drill down into questions and responses to analyse questions in-depth



Easy to use

- Personal dashboard show all outstanding questionnaires or affirm completion.
- Users will find the answering interface to be very intuitive.



Collaborate

- Invite others in your team to help administer questionnaires and sessions

Feature-packed

Features you need to drive and ensure compliance across your organisation



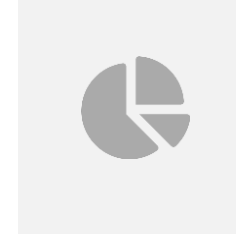
Quick

Build a new questionnaire quickly or select a questionnaire from a previous session for re-use.



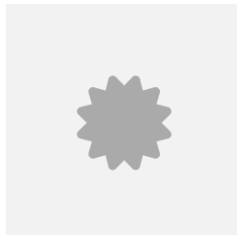
Manage respondents

Invite respondents one-by-one or upload using a spreadsheet template.



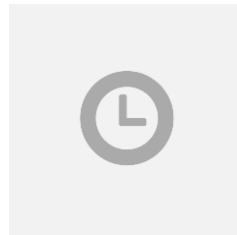
Trace

Quickly trace who has (or hasn't) submitted their compliance declaration.



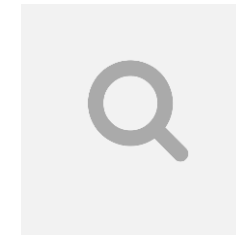
Certificates

Users can access completion certificates to evidence their submission at any time.



Reminders

Automatic reminders get sent to respondents who have not submitted their response.



Auditable Questions

Flag questions that are subject to review/audit based on responses provided by respondents.

Compliance Questionnaire Solution

Quickly build questionnaires using the intuitive interface

The screenshot displays the 'Questionnaire Profile' interface. On the left, a navigation tree under 'Questionnaire Demo' shows 'Section 1' expanded, with 'Text-answers' selected. The main editor area on the right contains a blue header with instructions: 'Use this panel to edit the selected question. To work with any other question or section in the questionnaire, click the relevant item in the navigation tree or add a new one.' Below this, the 'Question Text' section includes a text input field containing 'Text-answers', a 'Save Changes' button, and a checkbox for 'This question has sub-questions that are displayed on the same page'. A dropdown menu is labeled 'Display this question as a sub-question on the same page as'. The 'Display Order' section has a text input field with the value '2'. The 'Description or background to the question' section features a rich text editor with buttons for Bold, Italic, Underline, and Small, along with list and link icons. The text area contains the placeholder: 'Answers provided to this question type could be text or numbers with many different validation types'. At the bottom, there is a checkbox for 'Show the description before the question' and a 'Special instructions to respondents' section with another rich text editor containing the placeholder: 'Special instructions to respondents could be added here'.

Compliance Questionnaire Solution

Packed full of additional features so you can define the questions and expected answers in exactly the way you need

- Define your own selectable options
- Set validations for different answer types
- Define routings based on answers provided
- Add custom messages that are displayed when users select certain responses

Configure question response options

Answer Options Validation Routing Alerts

How do you want people to answer this question?
Dropdown

Tips:

- To add an option: enter it in the text box and click 'Add'
- To delete an option: click the red trash can
- Select 'No Response Required' if you only want to display information and don't need an answer from the respondent

Yes	<input type="button" value="Delete"/>
No	<input type="button" value="Delete"/>
No applicable	<input type="button" value="Delete"/>

Configure question response options

Answer Options Validation Routing Alerts

An answer to this question is mandatory

Number

If the condition is not met, display this custom error message:

Configure question response options

Answer Options Validation Routing Alerts

If the user selects this option then jump to ...
Yes	Question <input type="text" value="Paragraphs"/>
No	Section <input type="text" value="Section 2"/>
No applicable	Question <input type="text" value="Stay on current question"/>

Configure question response options

Answer Options Validation Routing Alerts

If the user selects this option then show this alert
Yes	<input type="text" value="You chose the correct option"/>
No	<input type="text" value="That's not quite right ... please"/>
No applicable	<input type="text" value="Are you sure?"/>

Compliance Questionnaire Solution

Create sessions and invite respondents

- Invite users from within your organisation or externally
- Use the pre-formatted templates to easily invite hundreds of respondents or add them from the selection list of registered users
- Send invitations and reminders directly from the respondents
- Easily track and monitor who has responded

The integrated messaging and alerts engine makes it easy to send invitations and alerts

Automated reminders help ensure replies are received in time

Invite or send a reminder to any of the below respondents by clicking the icon alongside the respondent's name
You can also invite respondents in bulk using the action button below.

Session Respondents

[Add Respondent](#) [Get the upload template](#) [Upload Respondents](#) [With selected records:](#) [Toggle Filter Bar](#) [Delete ALL records](#)

Search:

<input type="checkbox"/>	Respondent Name	Email	Contact Number	Department	Title	Date Invited	Last reminder sent	Date Responded	Status	Actions
<input type="checkbox"/>	Renier van Schalkwijk	renier.vanschalkwijk@readyplatform.co.za		Head Office	Development	04 Feb 2021	04 Feb 2021	n/a	Started	<input type="checkbox"/>

Compliance Questionnaire Solution

Analyse answers online ... or export for offline processing

- Drill-down into each question to view all individual responses – with visualisations
- Investigate entire answer sets submitted individual respondents
- Draw down complete lists of all answers submitted for the entire questionnaire

The screenshot displays a web interface for analyzing questionnaire results. On the left is a sidebar with a tree view under 'Questionnaire Demo' containing 'Section 1' and 'Section 2'. 'Section 1' includes options like 'Paragraphs', 'Text-answers', 'Radio Buttons', 'Date formatted question', 'Check boxes', 'Drop-down list' (highlighted), 'Range slider (Copied)', 'Tabular format (Copied)', and 'Rating scale'. 'Section 2' includes 'Multi-part question with calculated answers' and 'Multi-part question'. The main area features a 'Toggle Filter Bar' and a search box. Below is a table with columns: 'Date Responded', 'Respondent Name', 'Answer', and 'Additional Comments'. The table shows one entry: '27 Feb 2021', 'Eugene Pfister', 'Yes'. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Show 10 entries'. There are 'Copy', 'CSV', 'Excel', and 'Print' buttons. At the bottom right of the table area are 'Previous', '1', and 'Next' buttons. Below the table are two charts: a pie chart titled 'Spread of responses provided for this question' showing 100% 'Yes' (green), and a bar chart titled 'Count of responses provided for this question' showing a count of 1 for 'Yes'.

Date Responded	Respondent Name	Answer	Additional Comments
27 Feb 2021	Eugene Pfister	Yes	

Showing 1 to 1 of 1 entries
Show 10 entries

Copy CSV Excel Print

Previous 1 Next

Spread of responses provided for this question

Count of responses provided for this question

Compliance Questionnaire Solution

Automatically generate completion certificates for all respondents



Certificate of Completion

This certifies that

Simon Nash

has completed the following questionnaire as part of the indicated session:

Questionnaire:	Demonstration
Session:	Second Internal Session
Date Completed:	18 Jan 2021

2Digital Solutions (Pty) Ltd Compliance Questionnaire System
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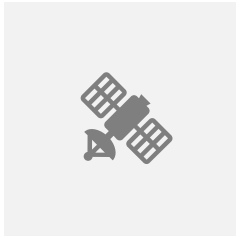
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readyplatform

Tapping into the capabilities of our always-on, digital platform, we will help you reinvent your business processes, provide an intuitive interface and enable key analytic reporting to help you get the best out of your business processes

readyplatform at a glance

A digital delivery platform providing the ecosystem needed to rapidly build, deploy and host digital products and solutions to help businesses innovate and digitise at unprecedented rates



Always On

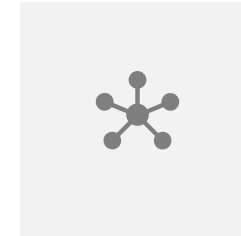
readyplatform lives in the cloud. This means that you can access your data and applications at any time from anywhere in the world

Perform assessments and analyse results when it suits you from wherever!



Detailed Logging

... and user tracking, combined with digital signatures, mean that you can track and trace all actions performed by you and your employees



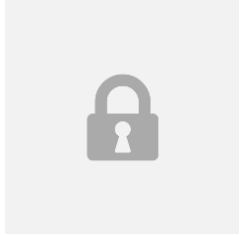
Drive innovation

Utilising our flexible architecture means that we can help you launch your own digital solutions quickly and at much reduced cost over traditional development methods

You're not tied just to CQS. We can leverage our platform to provision or build out any solution you may need

readyplatform security

Built to the strictest security standards, you have peace of mind knowing that your data and applications are kept in a secure environment and that it is managed in compliance with data protection regulations



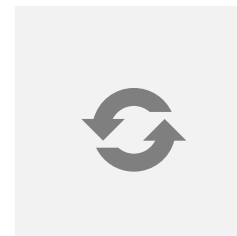
Data Protection

readyplatform uses a secure protocol (HTTPS) for keeping all data encrypted when shared between your platform and a user's browser. No data can be shared with third-party entities without your explicit consent. When at rest (in a database), your data is encrypted too, providing an additional strong layer of protection.



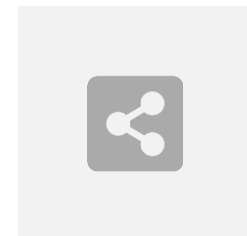
Security Practices

readyplatform is built on a safety-first basis to follow best practices and comply with the latest security guidelines. These include OWASP's recommendations for secure application development. Independent third-party penetration tests are regularly performed on all our products and infrastructure to identify and confront any current vulnerabilities.



Data Redundancy

Your data requires the highest degree of protection with no room for compromise. Our fully-managed cloud deployment offers multiple levels of data redundancy both at infrastructure and application level.



Solid Infrastructure

Our virtual cloud services use world-class infrastructure providers like Microsoft for your system's efficiency, safety and round-the-clock accessibility. Our providers are just as reliable and are highly qualified and equipped with the latest security-related certificates to offer first-class services.



practical

*/ 'praktɪk(ə)l/
adjective*

of or concerned with the actual doing or use of something rather than with the theory and ideas

2Digital Solutions

We build and host digital products and solutions at the forefront of technology to enable measurable and practical digital transformation for our clients

2Digital Solutions at a glance

Established in 2016

South African Registered
2016/268563/07

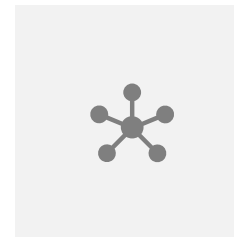
VAT Registered
4280276199

Our core team has over 40 years combined experience in IT development, IT consulting and IT assurance

Our extended team of developers and professional consultants cover a variety of subject matters including financial, tax, audit and general advisory



We operate globally servicing our clients on every continent



Portfolio of Service Offerings

- Application Criticality Assessment Toolkit
- Bursary Management
- Case Management Solutions
- Declarations
- Document Collaborator
- Finding Manager
- Employee Mobility
- Help Desk Solution
- IFC Toolkit
- Polls
- Questionnaires
- Risk Manager
- Risk Management Query System
- Self Assessment Toolkit
- Staff Management
- Surveys
- Tax and Rebate Calculators




Major Clients






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