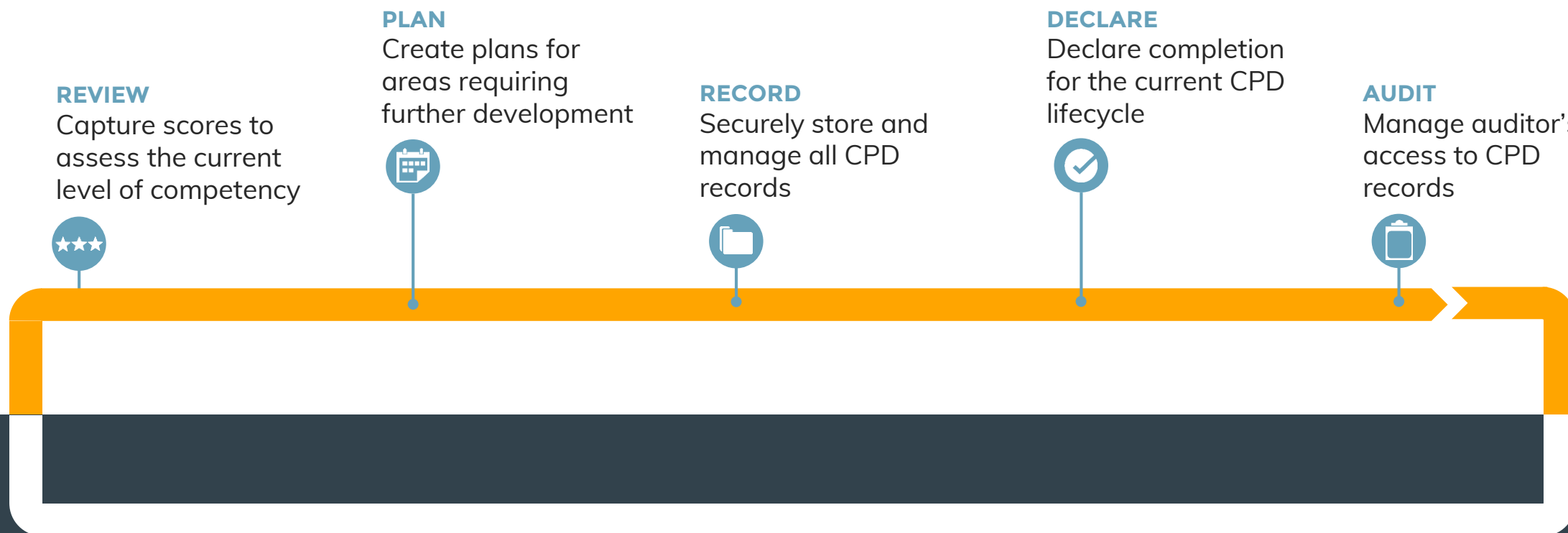


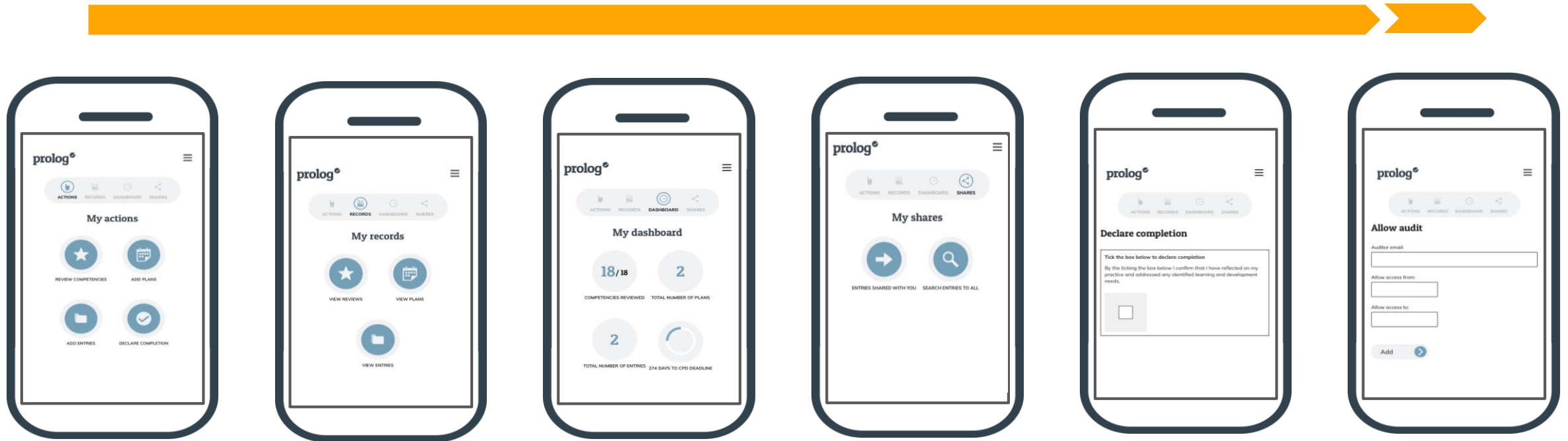


EFFORTLESS CPD FOR INDIVIDUALS

## **HOW TO GUIDE (organisation)**

# Prolog provides a proven workflow that supports every step of the CPD lifecycle





**My actions** allows the user to assess their current level of competency against the SRA's 18 criteria and add development plans against single or multiple competencies. Users can log these entries as notes, photos, a training course, files or a website.

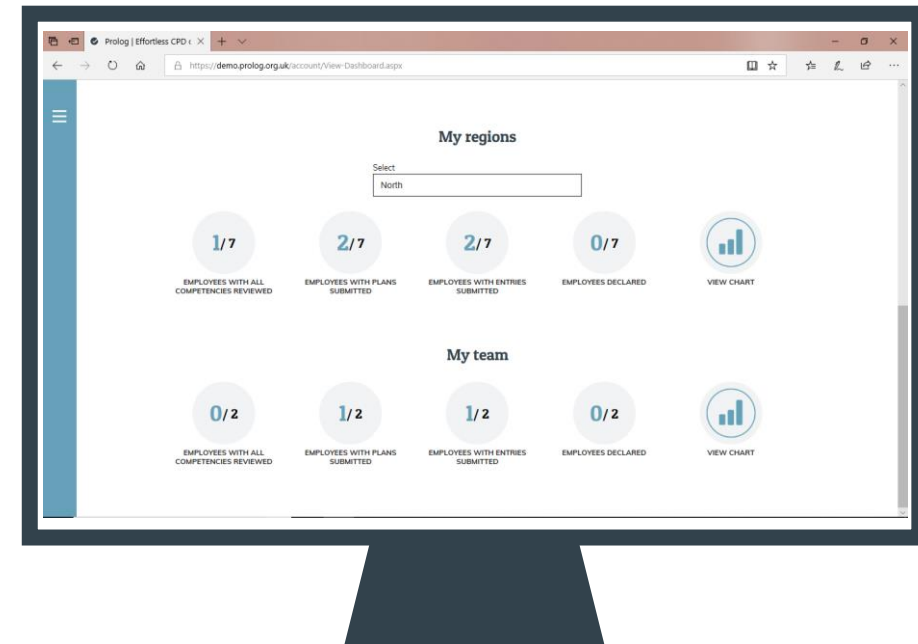
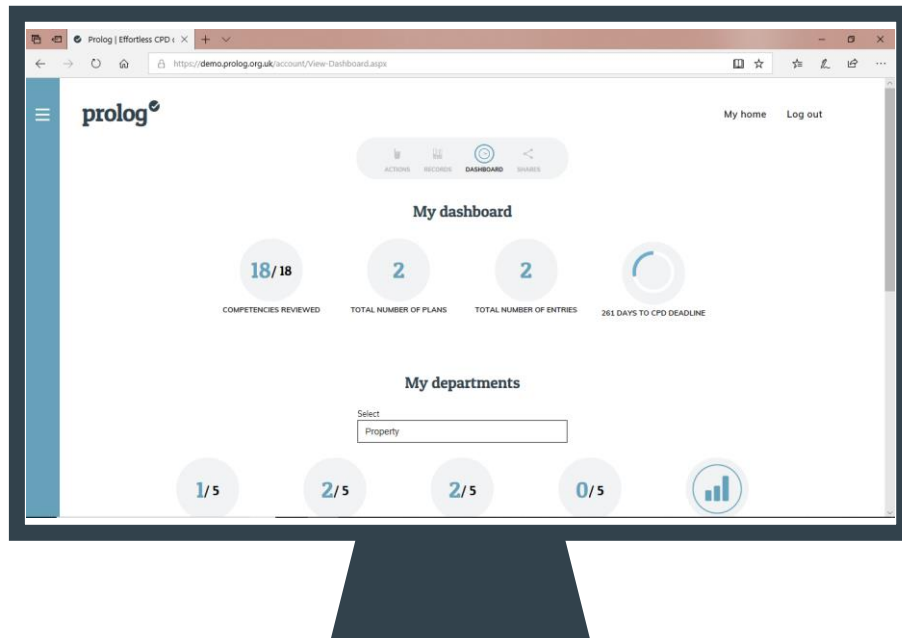
**My records** gives the user the ability to view competencies, plans and entries that have been submitted.

**My dashboard** area provides the user with a summary report of all CPD and gives a countdown to the CPD compliance deadline.

**My shares** gives the user the ability to send relevant CPD content to others within the organisation.

When all evidence is documented users can **declare completion** and **allow access to auditors** for verification.





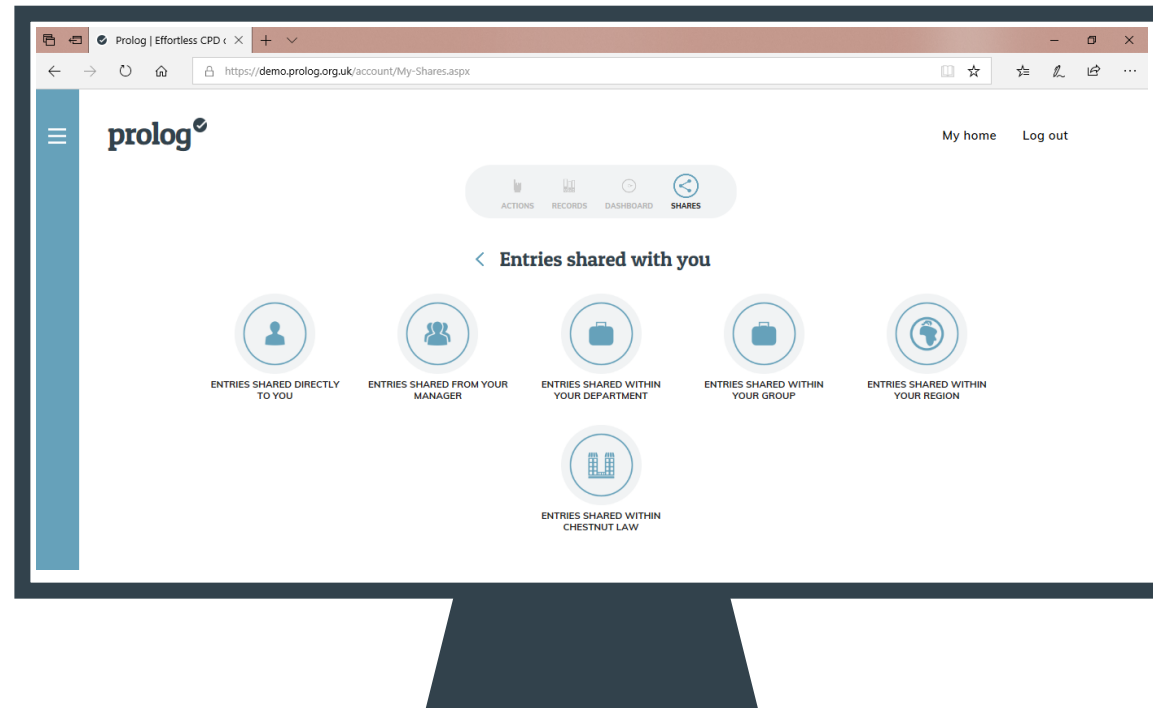
For Compliance Officers **My dashboard** provides a summary of the whole organisation enabling users to keep track of all development plans and CPD entries, ensuring every employee is up to date and most importantly, fully compliant.

Gives users the ability to drill down and see each person's development plans and records.

Has the ability to report on different organisational levels, i.e. department, region, team or bespoke groups.

Provides automated alerts to all users that highlight areas requiring focus.





The **My shares** section of Prolog gives users the ability to send relevant CPD content to others in the organisation.

It also allows users to receive or search for relevant CPD content from other users within the organisation.

Gives the ability for the organisation to push relevant content to some or all of their employees which can then be automatically added to their CPD record.



## Summary of features

### CPD workflow features

- Add and manage your plans ✓
- Store and tag different types of entries ✓
- Declare completion of CPD activities ✓
- Manage auditor access to employees' records ✓

### Reporting and alert features

- Summary dashboard for employees ✓
- Summary dashboard for managers ✓
- Progress reporting for the organisation ✓
- Progress reporting of teams ✓
- Summary reporting for departments and offices ✓
- Regular email alerts for employees ✓
- Regular email alerts for managers ✓

### Sharing features

- Share entries with individuals ✓
- Share entries with members of your team ✓
- Share entries with members of your department or office ✓
- Share entries with the Prolog community ✓
- Search for entries to add to your records ✓

### Accessibility features

- Access your records on your mobile ✓
- Access your records on your desktop ✓

### Security features

- Access your records over an encrypted connection ✓
- Store records on secure servers ✓
- Replicate records to prevent loss ✓



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EXPERIENCE EFFORTLESS CPD