



## Manage documents for contractor qualification!

Ensuring that all documents for contracted staff are received and up-to-date can be a tedious and time-consuming task. Many organizations face significant logistical, financial and human resource challenges when attempting to meet these compliance challenges. Inaccurate or incomplete contractor preparation poses significant risks to the health and safety of affected individuals as well as to equipment and the environment.

Reaching your business goals and limiting risk for all staff demands a high level of attention to detail. In order to help organizations streamline the approval process for contractors, Wellnet Solutions has developed an innovative and cost-effective e-solution tool – *Link2CDMS*.

## Simplify document review and approval statuses

Link2CDMS is an e-service specifically designed to help companies reduce their risks by ensuring that potential contractors or service providers are qualified and prepared to do the job with the right training and the right plan in place to ensure safe, efficient work practices. This e-service is a cost-effective method of enabling administrators to create a portal for receiving any and all necessary certifications as well as communicating with potential and existing contractors regarding the status of their employment approval. Your entire organization benefits by implementing compliance/approval management tools, while reducing costs, risk and liability.

## No hassle deployment

Link2CDMS is a web-based service that is accessed via the Internet or Intranet. This means there is no software installation or systems upgrading required, ensuring trouble-free deployment. This e-service is provided through a secure site that is password protected for administrative functions. Extensive back-up procedures minimize any risk of service interruption.

## Easy to use interfaces for both contractors and administrators

With Link2CDMS administrators can specify the information which is required for a contractor to be properly evaluated and approved. Documents and certifications can be uploaded and multiple employees tracked within our system. Scheduled notifications regarding incomplete and/or expiring certifications can also be specified and delivered via email.



## BENEFITS OF LINK2CDMS

- ✓ **Promotes business goals**  
– by helping to ensure that the right contractor(s) are hired for the work
- ✓ **Promotes workplace safety**  
– through ensuring proper contractor training and certifications
- ✓ **Saves time and reduces costs**  
– qualification documents are electronically stored for review by the hiring company and evaluated for approval



## FEATURES OF LINK2CDMS

### Administrator(s) can:

- Receive notifications of readiness for approval
- Review all documentation prior to final approval
- Be alerted to contractor registrations or record updating
- Search for qualified contractors in the database
- Receive notifications regarding expirations

### Contractor(s) can:

- Self-register on a secure site
- Specify the hiring company
- Complete the qualification module questionnaire at their convenience
- Upload training records and other required documentation
- View their current approval status (e.g. approved, expired, incomplete)



**FOR MORE INFORMATION call 1-800-797-2129  
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