



Compliance management in minutes in Kim Document

May 2022

Available from your browser or MS Teams

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Business need example

We need all our team members to confirm that they attended the mandatory data protection and information security training session and that they understand their responsibilities.

We need to analyse the responses, act on any issues, store the records and have them available for (i) our annual audit plus (ii) to satisfy our obligations under our customer contracts.

We need to do this quickly, efficiently and make it easy for people to respond.

Take your existing document



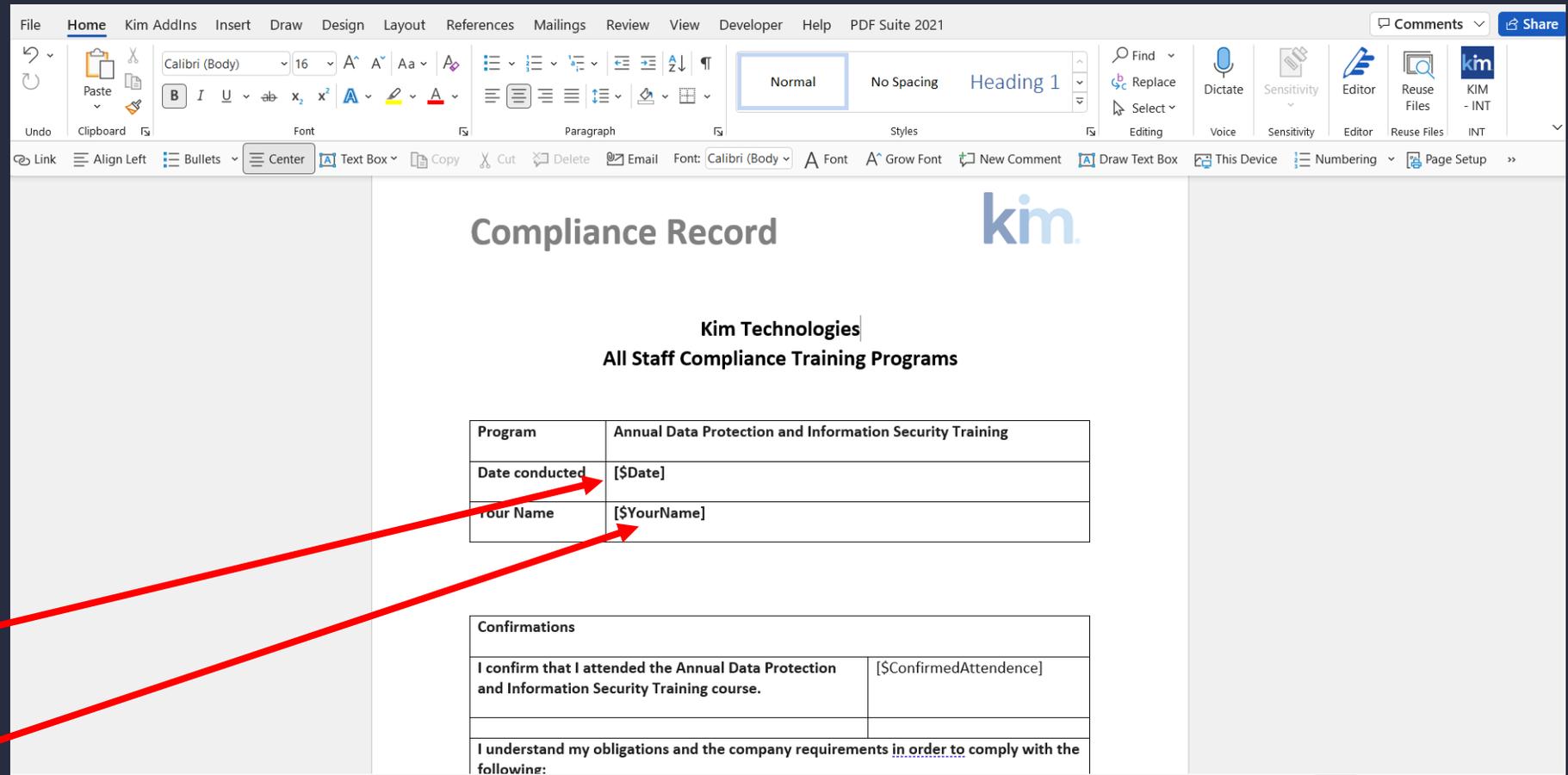
Step 1: Tag It

Take your existing 'Compliance Record' Word document (or create one) and 'Tag it'

Simply add tags - [TagName] - to all the response fields

For example:

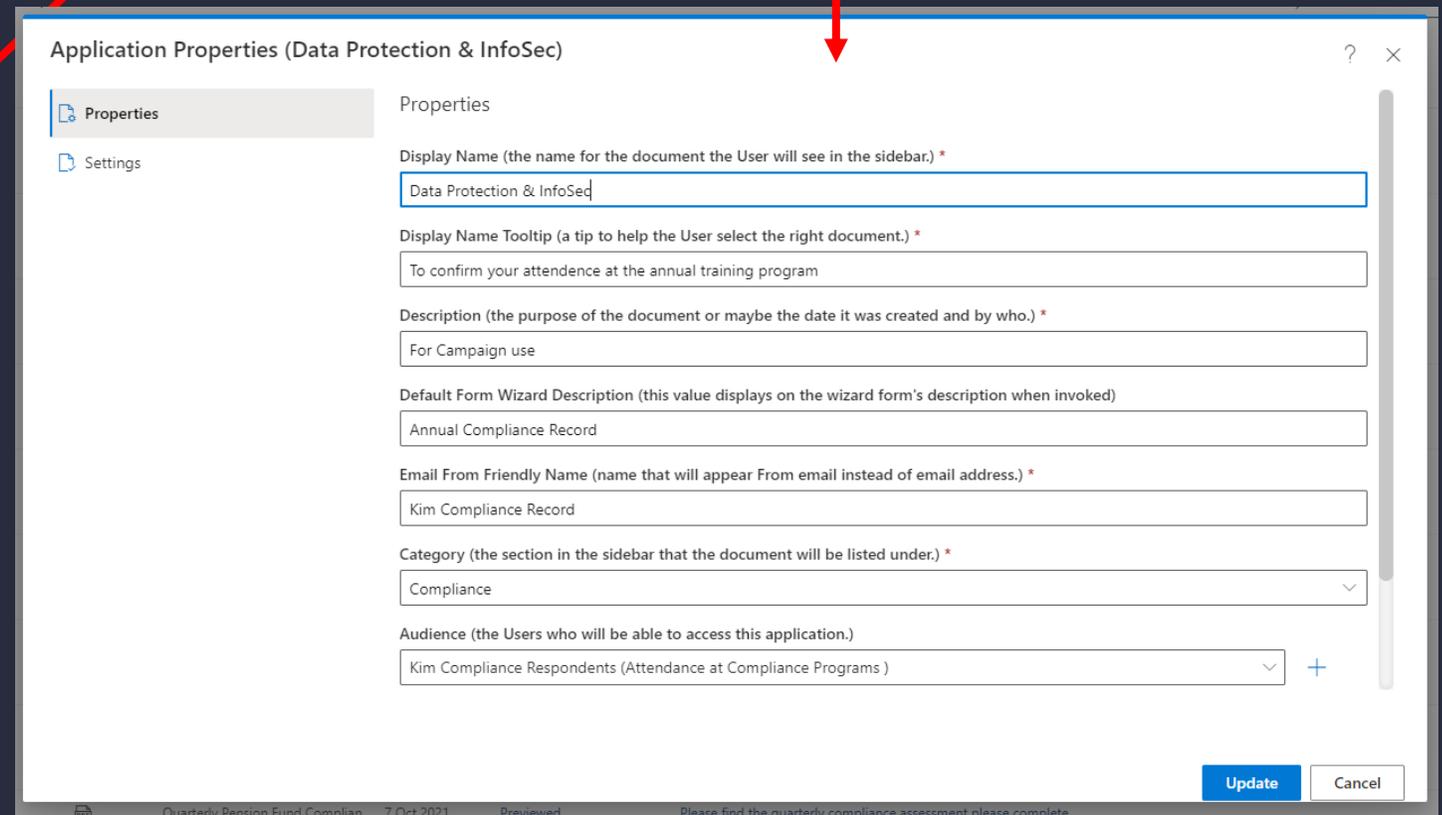
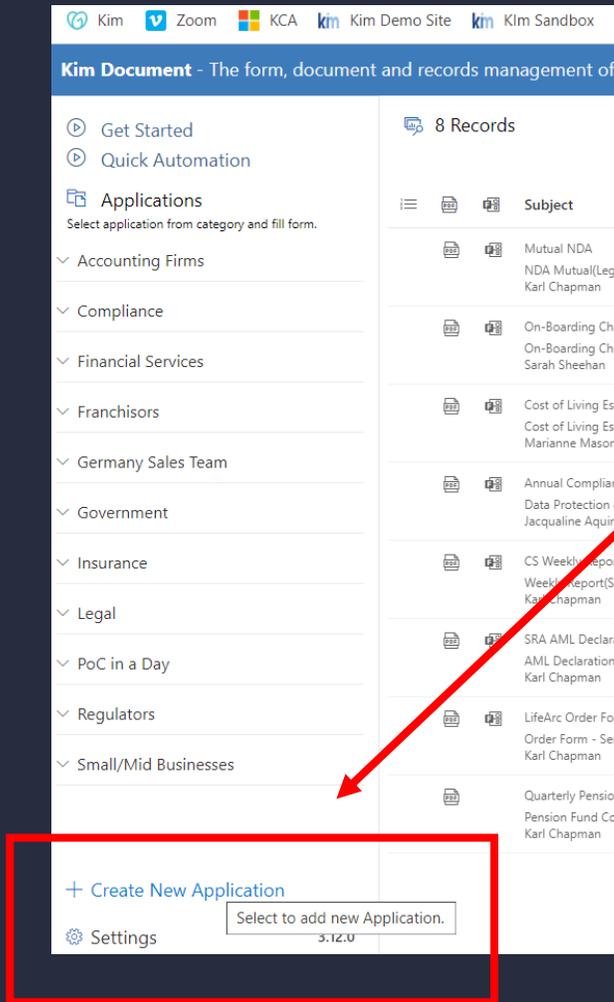
- [Date] where you want the date of the course
- [YourName] where you want the name of the individual



Upload it

Step 2: Upload It

Open 'Create New Application' in Kim. Complete properties and upload your Word document



Automate it



Step 3: Automate It Use the Kim wizard to create the User form by dragging and dropping the tags

The screenshot shows the Kim Document wizard interface for creating a user form. The main window is titled "Application (Data Protection & InfoSec)" and contains a palette of controls on the left and a canvas on the right. The canvas shows a form layout with several controls: a "Kim Technologies Compliance Record" header, a "Paragraph1" section, a "Text Box" for "*Your Name", a "Date" field for "*Date of Compliance Program You Attend...", and a "Drop Down List" for "*DECLARATION: I Confirm I attended the Annual Data Protection & Information Security Tr...". Below these are three more "Drop Down List" controls for "*UK Data Protection Act / EU GDPR", "*Data Classification Policy", and "*Clear Desk Clear Screen Policy", followed by another "Drop Down List" for "*Acceptable Use Policy". A "Paragraph3" section is also visible. The left panel includes a sidebar with categories like "Get Started", "Quick Automation", "Applications", "Accounting Firms", "Compliance", "Data Protection & InfoSec", "On-Boarding Checklist", "Pension Fund Compliance", "Financial Services", "Franchisors", "Germany Sales Team", "Government", "Insurance", "Legal", and "Settings". The "Properties" panel on the right shows settings for the selected "Date" field, including "Field Label" (Date of Compliance Program You Attended), "Field Type" (Date), "Required" (checked), and "Default Value" (Select a date...). An "Apply" button is at the bottom of the Properties panel.

Preview form



Preview how the form will look to a User before you save it and make it available

Preview (Data Protection & InfoSec) ✕

Kim Technologies Compliance Record

This is an important record for you to complete. Once completed you will receive an email confirmation of receipt and a copy of your response for your records. A copy of this record will be retained by the Company to demonstrate its compliance with its legal and regulatory obligations.

Your Name* Date of Compliance Program You Attended*

DECLARATION: I Confirm I attended the Annual Data Protection & Information Security Training Course*
Select a value

Please select a value

DECLARATION: I understand my obligations and the company requirements in order to comply with the following:

UK Data Protection Act / EU GDPR* Select a value <input type="text"/>	Data Classification Policy* Select a value <input type="text"/>	Clear Desk Clear Screen Policy* Select a value <input type="text"/>	Acceptable Use Policy* Select a value <input type="text"/>
Please select a value	Please select a value	Please select a value	Please select a value

I acknowledge my wider confidentiality obligations under my contract of employment, the contractual obligations entered into by Kim Technologies with its customers and the law generally.*
Select a value

Please select a value

This form is for completion of this Compliance Record. You have consented to all Company Policies and Procedures and acknowledge that you have read and understood them.

Create compliance campaign

Step 4: Create Campaign Select the form you have uploaded (it appears automatically in the left hand menu) and select 'Campaign'

The screenshot shows the Kim Document application interface. The left-hand menu is expanded to show the 'Data Protection & InfoSec' category, which is highlighted with a red box. A context menu is open over this category, showing options: Audience, Campaign, Clone, Delete, Download, Properties, Publish Webform Link, Update, Version, and Wizard. The 'Campaign' option is highlighted. The main area displays a table of 8 records with columns for Subject, Activity, Note, Attachment, and Version.

Subject	Activity	Note	Attachment	Version	Action
Mutual NDA N/A Mutual(Legal) Karl Chapman	25 May 2022 Added note for docume...	Sian, please review ...	0	1	⋮
On-Boarding Checklist On-Boarding Checklist(Compliance) Sarah Sheehan	25 May 2022 Previewed		0	1	⋮
Cost of Living Estimate Form Cost of Living Estimate Form(Compliance)... Marianne Mason	14 Apr 2022 Added note for docume...	Sarah, test ...	0	1	⋮
Annual Compliance Record Data Protection & InfoSec(Compliance) Isabelle Aquino	7 Dec 2021 Previewed	Complete response received	0	1	⋮
CS Weekly Report Weekly Report(Small/Mid Businesses) Karl Chapman	16 Nov 2021 Previewed	Please see weekly report for 7 March 2021	0	2	⋮
SRA AML Declaration AML Declaration(Regulators) Karl Chapman	15 Nov 2021 Previewed	Thank you for your response. This file is now closed until the next review.	2	1	⋮
LifeArc Order Form Order Form - Services(Legal) Karl Chapman	28 Oct 2021 Previewed	Please review, amend and return. Please sign if you have no amendments	0	9	⋮
Quarterly Pension Fund Complian... Pension Fund Compliance(Compliance) Karl Chapman	7 Oct 2021 Previewed	Please find the quarterly compliance assessment please complete ...	0	2	⋮

Input compliance details

Select '+ New Campaign'

Add campaign details

Campaign List

[+ New Campaign](#)

Name	Description	Begin Date	End Date
Campaign Example for Cu...	Example to share with potential ...	5 Feb 2022	31 Dec
Annual DPA & InfoSec 2021	Annual Data Protection and Info...	7 Dec 2021	14 Dec

Edit Campaign

Please activate this campaign by (i) ticking the box and (ii) selecting 'Update Campaign' at the bottom

Campaign Name *
Annual DPA & InfoSec 2021

Campaign Description *
Annual Data Protection and Information Security Training

Campaign Email Owner *
karl.chapman@kimtechnologies.com

Campaign Start Date (Optional)
7 December 2021

Campaign End Date (Optional)
14 December 2021

Return URL (Optional - see tooltip for more information)
https:// www.kimdocument.com

Initial Email Subject *
Kim Annual DPA & InfoSec Training 2021

Initial Email Body (Important - Do not remove [\$tags])* Default Email

B I U S " [List Icons] Normal [Undo] [Redo]

Hello [\$userFirstName] [\$userLastName],

[Update Campaign](#) [Send Reminders](#) [Restart Campaign](#) [Close](#)

Write initial and reminder email



Write the initial email that the User will receive (which will also include the link to the form that you have created)

Also write the reminder email that can be sent when Users have not responded

Edit Campaign

Initial Email Subject *

Kim Annual DPA & InfoSec Training 2021

Initial Email Body (Important - Do not remove [Stags])* Default Email

Hello [UserFirstName] [UserLastName],

As part of its legal and regulatory obligations Kim runs various compliance programs for its employees and contractors. Having attended the '[CampaignName]' course you now need to confirm attendance. By no later than Friday 10 December 2021 please **select the link below, enter the access code and complete the form:**

Reminder Email Subject *

Kim Annual DPA & InfoSec Training 2021 - REMINDER

Reminder Email Body (Important - Do not remove [Stags])* Default Email

Hello [UserFirstName] [UserLastName],

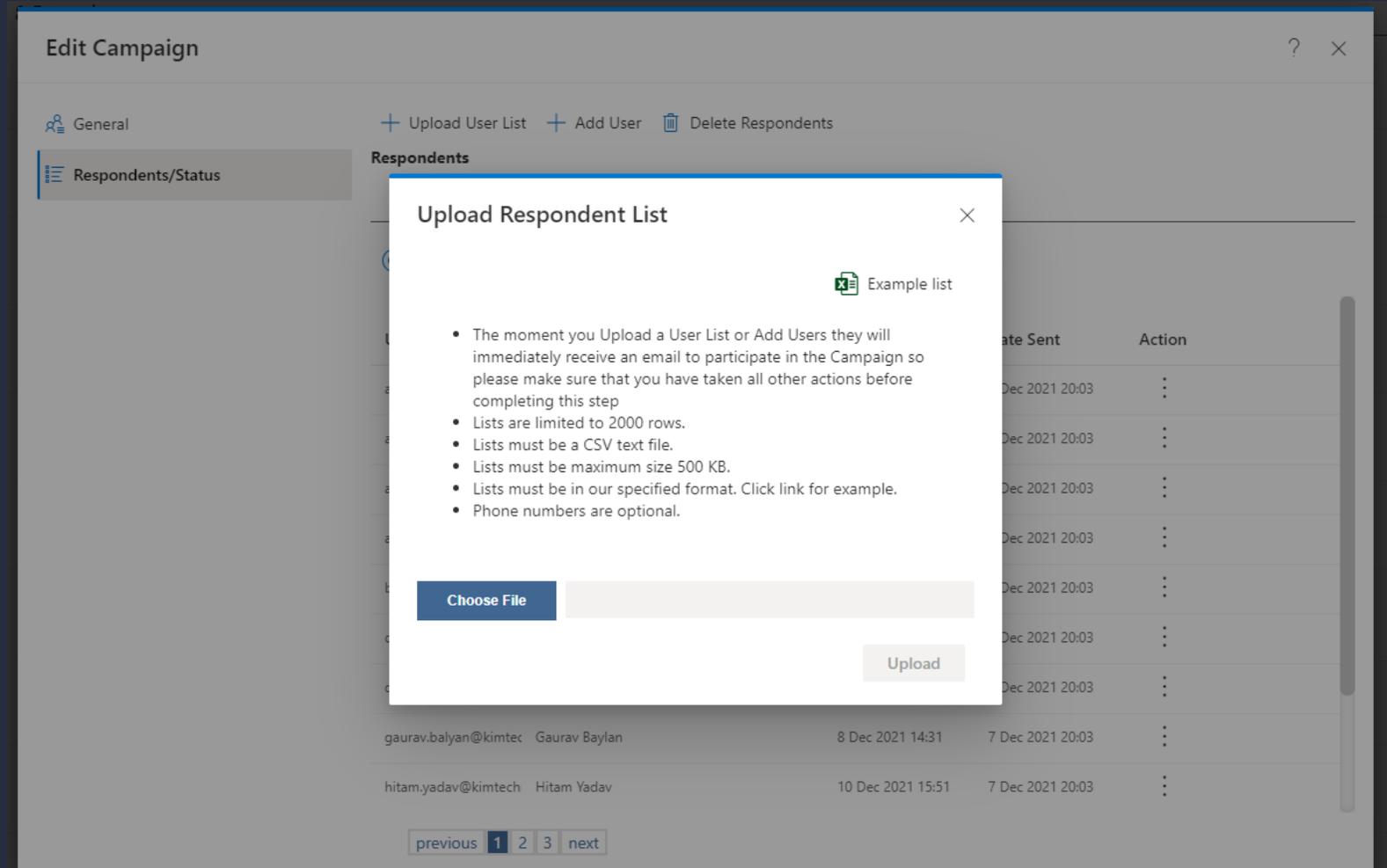
This is a gentle reminder that as part of its legal and regulatory obligations Kim runs various compliance programs for its employees and contractors. Having attended the '[CampaignName]' course you now need to confirm attendance. By no later than Friday 10 December 2021 please **select the link below, enter the access code and complete the form:**

[Update Campaign](#) [Send Reminders](#) [Restart Campaign](#) [Close](#)

Upload recipient list and send

Either upload a list of the recipients of the campaign email and link, or add recipients manually

Step 5 Send Campaign!



The screenshot shows the 'Edit Campaign' interface with the 'Respondents' tab selected. A modal dialog titled 'Upload Respondent List' is open, displaying instructions and a file upload area. The dialog includes a 'Choose File' button and an 'Upload' button. The background interface shows a table of respondents with columns for 'Name', 'Email', 'Date Sent', and 'Action'.

Upload Respondent List

Example list

- The moment you Upload a User List or Add Users they will immediately receive an email to participate in the Campaign so please make sure that you have taken all other actions before completing this step
- Lists are limited to 2000 rows.
- Lists must be a CSV text file.
- Lists must be maximum size 500 KB.
- Lists must be in our specified format. Click link for example.
- Phone numbers are optional.

Choose File

Upload

Name	Email	Date Sent	Action
Gaurav Balyan	gaurav.balyan@kimtec	8 Dec 2021 14:31	7 Dec 2021 20:03
Hitam Yadav	hitam.yadav@kimtech	10 Dec 2021 15:51	7 Dec 2021 20:03

previous 1 2 3 next

Recipients receive email



Kim Annual DPA & InfoSec Training 2021

 **Kim Compliance Record** <outbound@kimdocument.com> 
12:32

To: sjC@org.com

Hello Karl Chapman,

As part of its legal and regulatory obligations Kim runs various compliance programs for its employees and contractors. Having attended the 'Annual DPA & InfoSec 2021' course you now need to confirm attendance. By no later than Friday 10 December 2021 please **select the link below, enter the access code and complete the form:**

Form Link: [Annual DPA & InfoSec 2021](#)

Access Code: 924706

Once you have submitted the form you will receive an email confirming receipt with a copy of your response attached for your records.

Thank you for attending the course and for protecting Kim and customer data.

Best Regards,

Karl Chapman

email: compliance@org.com

All recipients receive a personalised email (with the content you entered when you set up the campaign)

In the email there is a link with an individual verification code

Recipients complete the form



When a recipient clicks the link and enters their validation code they are presented with the compliance record form

The User completes the form and submits

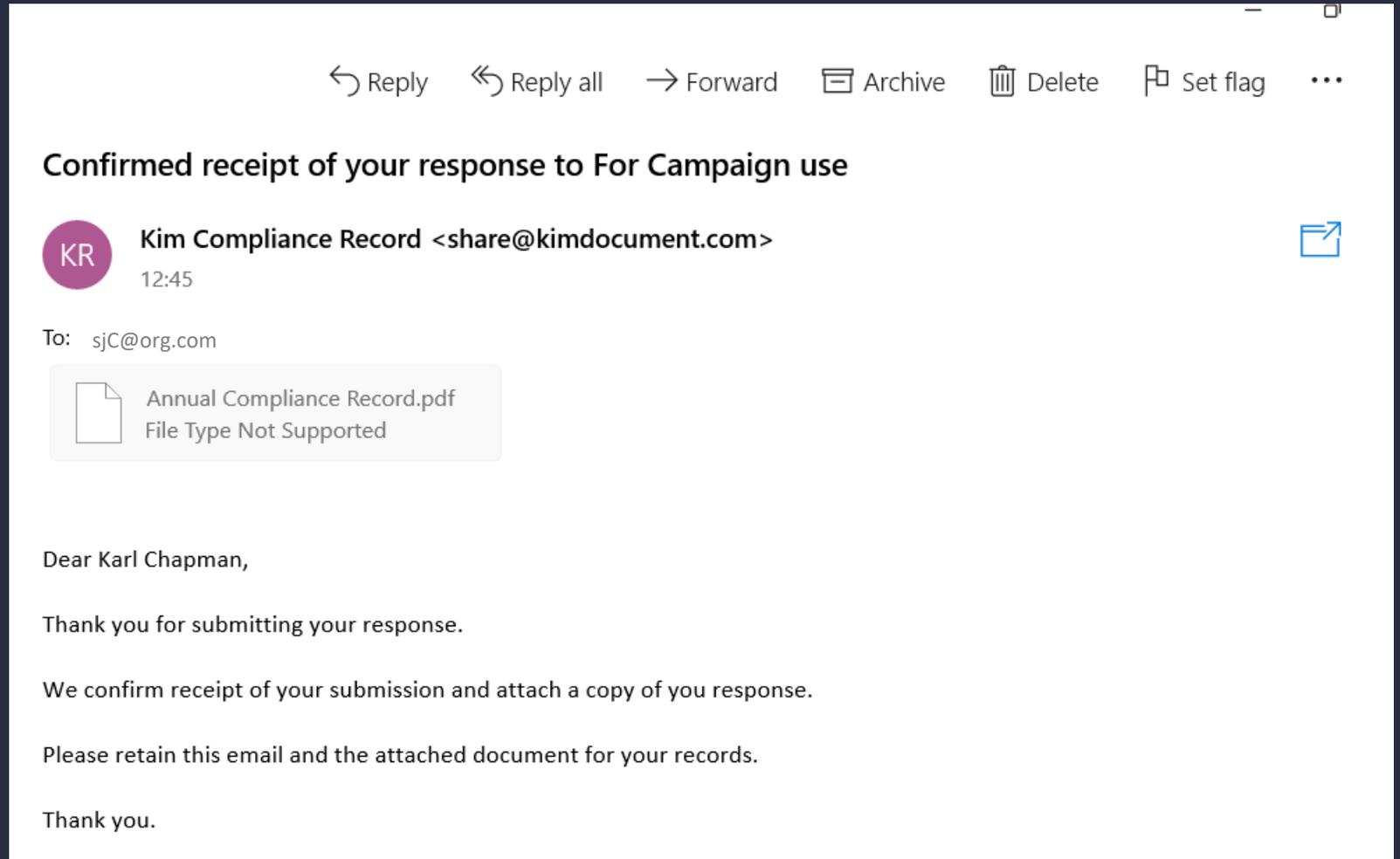
Fields can be made mandatory (*) or optional

The screenshot shows a web browser window titled "Data Protection & InfoSec". The form is titled "Kim Technologies Compliance Record" and includes a description: "This is an important record for you to complete. Once completed you will receive an email confirmation of receipt and a copy of your response for your records. A copy of this record will be retained by the Company to demonstrate its compliance with its legal and regulatory obligations." The form contains several fields: "Your Name*" (mandatory), "Date of Compliance Program You Attended*" (mandatory, with a calendar icon), a declaration dropdown menu "DECLARATION: I Confirm I attended the Annual Data Protection & Information Security Training Course*" (mandatory, with a "Please select a value" error message), and four policy dropdown menus: "UK Data Protection Act / EU GDPR*", "Data Classification Policy*", "Clear Desk Clear Screen Policy*", and "Acceptable Use Policy*" (all mandatory, each with a "Select a value" error message). The form ends with "Submit" and "Cancel" buttons.

Confirmation of submission



Having submitted the form recipients receive an email confirming receipt with a pdf copy of their response for their records



Receive responses



Step 6 Analyze Results

All recipient responses come back into Kim

Full version control is automatically managed

The screenshot shows the Kim Document interface. The top navigation bar includes 'Kim Document - The form, document and records management office productivity tool', 'Help', and the user 'Karl Chapman'. The left sidebar contains navigation options: 'Get Started', 'Quick Automation', 'Applications' (with a sub-menu for various categories like Accounting Firms, Compliance, etc.), and 'Settings'. The main content area displays '9 Records' in a table format. A red box highlights a record with the following details:

Subject	Activity	Note	Attachment	Version	Action
Annual Compliance Record Data Protection & InfoSec(Compliance) Karl Chanman	27 May 2022	Email sent	0	1	

Track progress and remind

Campaign List

+ New Campaign

Name	Description	Begin Date	End Date	Respondent %	Active	Date Created	Action
Campaign Example for Cu...	Example to share with potential ...	5 Feb 2022	31 Dec 2022	10.53%	<input checked="" type="checkbox"/>	5 Feb 2022	⋮
Annual DPA & InfoSec 2021	Annual Data Protection and Info...	7 Dec 2021	30 Nov 2022	92.86%	<input checked="" type="checkbox"/>	7 Dec 2021	⋮

Edit Campaign

General + Upload User List + Add User Delete Respondents

Respondents/Status

Respondents

Search

All Incomplete Complete

Username	Name	Phone(Optional)	Date Completed	Date Sent	Action
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You can review overall response rates and track who has not responded and send out reminders

Run compliance campaigns in minutes

Do this ...

Turn any of your compliance forms and checklists into web applications for employees and customers to use

Get this ...

Response tracking. Records management. Downloadable XLS/XML with datapoints for analysis. Audit and governance

And this ...

Thanks from colleagues and customers for how easy they are to complete

For this ...

From \$50/£50 per month (with less hassle thrown in)

Document automation at the speed of light

Tag it



Upload it



Automate it



Activate it



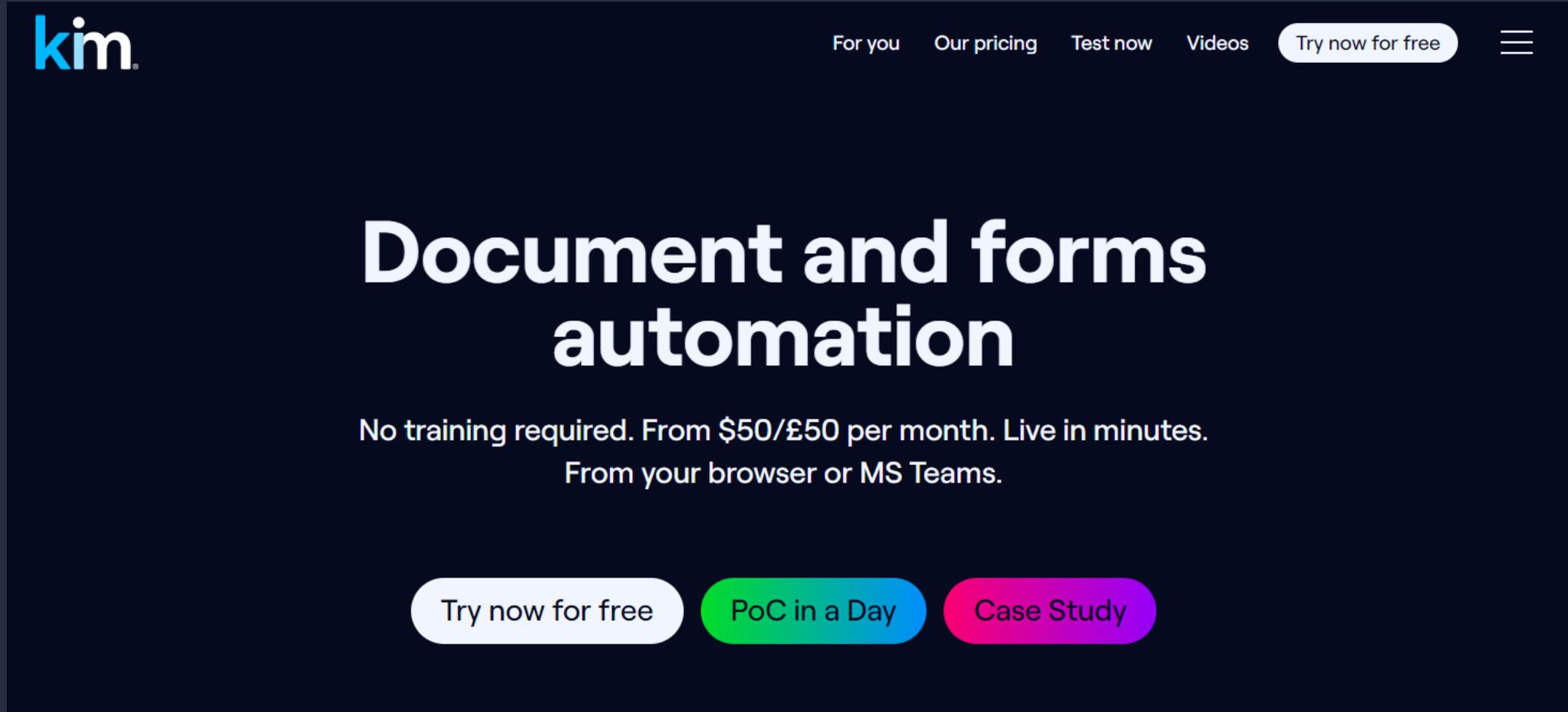
Share it



Analyze it



Sign up at www.kimdocument.com

A screenshot of the kim website homepage. The page has a dark blue background. At the top left is the 'kim' logo. To the right of the logo are navigation links: 'For you', 'Our pricing', 'Test now', and 'Videos'. Further right is a white button with the text 'Try now for free' and a hamburger menu icon. The main content area features a large white heading 'Document and forms automation'. Below the heading is a sub-headline: 'No training required. From \$50/£50 per month. Live in minutes. From your browser or MS Teams.' At the bottom of the main content area are three buttons: 'Try now for free' (white), 'PoC in a Day' (green), and 'Case Study' (purple).

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