

# Training Synergy

A division of The Synergy Group



## R.E.G.S.

### Online Information and Training Tool

Be confident that everyone in your organisation understands all policies and procedures; REGS gives you the power to communicate, train and confirm that all staff are up to speed and signed up to the latest policies and procedures.

#### Introduction

REGS online 'Record Keeper' administration system allows the designated administrators to assign specific content to specific users or groups, also monitor and record what a user is reading and check their understanding. The REGS editing platform ensures that all your internal policies and procedures are managed efficiently and effectively and up to date at all times.

#### Content Allocation and Assessment

Once the user completes the allocated content, they confirm this with a simple click of their mouse. An administrator can append a set of questions to a content package to test a user's understanding of the specific content they have been sent.

#### Editing

Your information is stored online as historic, draft and future versions and enables the administrator to update policies and procedures content in real-time. Related or relevant information stored elsewhere (e.g. PowerPoint presentations / Word documents) can also be uploaded and accessed. You can add draft versions of amended content and email them to an internal audience for approval before going live.

#### Alerts

If content is updated or changed, the administrator can send out alerts to let users know. This content is then read and acknowledged by the user.

#### Reports

Downloadable reports are available to see what content remains unread, an email reminder facility is in place to allow the administrator to prompt users to complete their content assignments.

#### Quality Assurance

All REGS content is approved by Synergy's Housing Benefit industry specialists prior to being released. Synergy's specialists ensure all content is right first time, enabling our partners to have an all encompassing solution that is fit for purpose.

#### Key Features

- Distribute content to specific user groups
- Track user progress against key tasks
- Monitor and remind users via email
- Test users' process knowledge
- Globally distribute updated content instantly
- Real-time communication audit trail
- Browser based product

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