

## OVERVIEW

### EPOE4ALL (Electronic Portfolio of Evidence)

Welcome to the world of technology advanced services.

We are proud to introduce you to the EPOE4all. Understanding the core elements required in the functionality of an electronic portfolio of evidence we have taken the needs of our clients seriously and ensured a user friendly, Single Sign on and fully integrated Portfolio of Evidence.

EPOE4ALL is more simplistic from a user perspective with added functionality and work flows built in to ensure elimination of human error and a new dynamic user experience for all.

Information is easily located, free flowing and most importantly the controls and much more adaptive to the needs of you, our valued client. Including customized reporting, tracking of activities, document library, exports, imports and Dashboard functionality. Customized security levels for all users, with a logical workflow incorporated. Messaging, mailing ensuring communication channels are open at all times for all users. Including a “nudge” notification of work to be done per user.

The QCTO and Seta requirements are met with added security and sign off protocol. Detailed auditing reports can be supplied and authenticity of users constantly checked and signed off electronically. We are in the process of having the EPOE4ALL approved/supported by the Setas and QCTO alongside our pre-existing EPOE which has already been supported by these entities for over 2 years now.

#### Modules included, but not limited to

Learner Profiles	Assessment Plans	Reporting
Document Library	SAQA qualification uploads	Dashboards
Facilitator Profiles	Assessment Criteria	Bookmarking
Moderator Profiles	Marking of assessments	Full Auditing
Security Levels	Statement of results	Internal communication
		Workflows * automated
Document Management System	Archiving	Things to do list

**Functionality and Deliverables:**

Full setup of platform with all functionality according to specification given on scope	Branded Portal Customised Look and Feel	Setup of SMS/Email notifications and activation
Fully customised reporting and dashboards per scope	Automatic reporting and distribution setups, reports automatically received daily/weekly/monthly as per scope	High level security on users and access levels
Customised Templates as supplied per scope	Automated workflows setup and Tasks setup as per scope	Integration Setups Avail on other software/s in use
System works online and offline	Data transfer from other software platforms	Single Sign on
Accessed through any device; used by Android; Apple and/or Windows (web based)	Auditing and tracking of users and entries	Archiving

**Added Benefits of the new EPOE4ALL**

- Turnaround time of queries within 7 hours of query being logged (maximum)  
You no longer have to wait for input or information, we have this at our finger tips
- SSO and Integration is active
- Uploading of Qualifications active and is done by DEGSA, we are coding an import field which will pull the information directly from SAQA. To load a qualification has never been easier.
- Uploading of Learners is simplistic with full details (additional Learner Profile fields) to meet DHET, Employment Equity and BBBEEE Scorecard requirements.
- Customized reporting & setting up of various Dashboards. Know the activity at the click of a button.
- Customized Templates
- EPOE can be used by Android; Apple and/or Windows (web based)
- The EPOE4ALL can be hosted by DEGSA or by you, our valued client
- We are developing the Authentication of ID through Department of Home Affairs
- Additional Check points inserted for the QCTO requirements and pulling of audit reporting.
- Detailed auditing and tracking reports, every step of the way. This assist with monitoring the full A – Z activities of all your users.
- Super User levels now active, one login linked to your security user profile and you have full access to your full profile, based on your authorized level of security.

- Learner Authenticity linked Qualification > Unit standards > Assessment plans (less workload and less human error)
- Assessor Onboarding records (linked to a workflow now) (which assessors are qualified with the qualification number and certificates linked)
- Security controls can be activated / deactivated to ensure learners and other users cannot proceed forward with next instruction or requirement unless initial one is completed
- Workflows link all the processes within the EPOE thus eliminating human error and allowing for easy communication, notification and follow up
- Due to the EPOE structure and setup any wording can be changed / added at any time (tables/fields/comments/requirements) furthermore new workflows can be inserted at the click of a button. Very flexible and versatile
- You can pull all data from the EPOE for the DHET report/s and any other legislative reports at the click of a button
- Workplace skill report available (customized for your needs and requirements)
- Dashboards will be setup to show the exact detailed needed as and when requested
- Better time management of staff and external contract workers
- Better productivity, traceability of movement and controls throughout the system
- Marking controls are in place and keep versions from unmarked to assessor marked to moderated and audited. Allowing full comments, scoring and much more.

This product can also be used for Internal / In-house staff training programmes, learnership's and induction at corporate companies. Add this to our new HR tool and you will never have a problem with your Human Capital Management and Development plans. This adds value when having to assess staff performance, disciplinary processes and procedures. The tool works as a foundation to manage all employee knowledge, skills and the acceptance of business systems, procedures and protocol.

### **Delivery**

EPOE4all can be used by Android; Apple and/or Windows (web based)

The Assessment Manager can be accessed through any device, at any time, as long as there is internet connectivity.

You can work offline and online as it suits your users.

### **Archiving**

Is included and all information is readily available at any stage.

### **Support**

Online Ticketing System whereby you log tickets in order of priority – free access to ticketing system

- We train you up to be fully self-supportive. During the first few months we are actively involved to assist you with your customized setup and all your reporting needs and other requirements.
- We are available on notification

### **Software Upgrades**

Should a new software version become available for the EPOE4ALL, this will automatically be updated at no additional cost to you.

### **Integration LMS/EPOE**

Full integration is available on any other software product; we just need an API. We do the setup at no additional cost. This includes single sign on.

### **Hosting options**

- Client has a choice to host internally or DEGSa can offer hosting at an additional cost per month

### **Click n Tel Services**

- Supporting your SMS and email requirements

### **Data Transfer**

- Data can be transferred, separate scope will be drafted with mapping needs

### **Branded Portal**

- We do brand the EPOE4ALL with your CI.
- Volume based licensing is applied (1 license per user/qualification)

### **Training**

- 3 training sessions are included
- Go Live full day included
- Support is included in the annual technical support fee

**Contact us to do a demo or give you demo access for a limited period of time.**