

POLICY MANUAL



SOUTH EAST SALES, INC.

Committed to Excellence

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The **South East Sales** Policy Manual Solution converts your agency or company Policy Manual from a collection of Microsoft Word documents to an HTML format saving your employees time and resources.

Policy Manual Maintenance

- Maintains the company or agency Policy Manual in one simple, electronic "document" file
- Streamlines modification of information, updating or adding new topics or information
- Automatically updates Page Numbers, Table of Contents and Indexes
- One click publishing of revised manual for distribution to any and all employees
- Easily distributed to individual PC's and/or network servers for easy access
- Manual can be printed in total or in individual policies or sections
- Printed Manual can be customized to include graphics, agency seal, etc.

Policy Manual Usage

- Manual provides instant search capability for specific information, words or topics, i.e. "annual leave", "weapons", "use of force", etc.
- Frequently used words or topics may be indexed for quick access and reference
- Searches can be saved by the employee or agency member for future use via a "Favorites" category
- Specific topic can be printed for use in the field, transfer of information, or for mark-up/editing/revision input
- Employee or agency member can quickly access information and review policies and procedures on computer

Policy Manual Formats

The SES Policy Manual Solution provides for multiple access formats

- A read-only, automated electronic file for access by all employees (.pdf format and/or .chm format for quick searching)
- A finalized, printed in-house Policy Manual (in compliance accreditation standards)
- A "working" file format with editing, revision and updating capability

The SES Policy manual solution includes 3rd Party software, user training, and optional conversion and maintenance services.