



# Personnel Management

LicenseHQ helps you manage the licenses and certifications required for your employees – regardless of whether they are mandated by regulatory authorities or company policy. The system tracks personnel who must be reported on licensing and helps manage notifications of their turnover, or reporting changes in status.

- Secure, centralized database tracks data required by professional licenses on personnel records and is accessible from anywhere
- Configurable, role-based Dashboard displays all pending deadlines and warns of at-risk licenses
- Customizable license workflow to track license prerequisites and every step in your compliance process
- Automated email alerts warn of all pending renewal and task deadlines
- Easy, online payment and approvals process
- AP interface exports payment requests directly to any AP system
- Bulk edit tools quickly filter groups of licenses and perform mass updates
- Attachment Manager quickly links scanned documents and files to license data
- Custom report writer with automatic email distribution capabilities promotes process visibility within all levels of your organization
- Powerful search tools allow you to access specific certification data and documents quickly and easily
- Comprehensive audit log tracks all changes to ensure data integrity and SOX compliance
- Role-based security provides personnel with access to the data they need, while keeping it safe from all others

