



Reports available within Claromentis

Most popular reports

- **Audit logs:** Administrators can export a host of information across all applications to gain insight into engagement with the platform as well as investigate issues e.g. user login totals, page views
- **Remaining holiday quota for your staff:** Within the Holiday Planner application, set your scope of user groups and see a list of all staff's used and remaining holiday quota. A valuable tool for any manager who wishes to remain vigilant against any end-of-year accumulations of holiday days.
- **Bradford Factor:** The widely used absence management calculation is available as a Holiday Planner report. See the 'Bradford Score' of any staff within the scope you set.
- **Document Permissions Report:** Working with a document management system can often yield doubts about whether permissions have been correctly set throughout a folder structure. Simply pick a user, and see a report on what they can and can't see within your structure.
- **Expenses:** Generate a list of all submitted expenses and their important details.
- **Craft your own reports:** The Reports application is a valuable tool for querying your database's information and fetching bespoke reports that go beyond the standard offerings. Available for Projects, Policy Manager, Courses, Learning and Quiz.

Reports per application

Documents

Workflow report: Generate a list of any documents awaiting workflow approval. If you choose to have documents move through an approvals process, some items can occasionally get held up. This area gives an oversight on which items are awaiting approval, and from whom.











Documents / Documents with workflow						      
Document name	Description	Workflow name	Current state	Must approve	Waiting for	History
Sample Document 101.pdf		Test1	Ratification	Any	Claramentis Administrator	View

Number/size of documents and electronic records by record type: If you choose to make use of Record Types, this will generate a list summarising the quantity and size of each type.

For example, you may wish to know how many Gigabytes of CAD documents you have stored, or how many scanned document images you have.

Detailed report on documents and folder structure: Generate a list of files and folders that exist, showing their creation, last modified and last accessed dates, together with their size and how many versions exist.

The report can be filtered by folder, creation date range, last modified date range, and users. The report can be downloaded as a CSV, and can include document metadata in the export.

Type	Title	Size	Date Created	Last Modified	Last Accessed	Num. of Versions	Parent
	Document Library		28-10-2014 14:06	18-04-2023 06:54			
	Using an Agile Approach in a Large, Traditional Organisation.pdf	40319	21-09-2016 14:04	19-09-2017 21:29	14-07-2023 12:03	2	Document Library
	Demo User Documents		06-11-2014 16:06	21-09-2023 12:21			Document Library
	Sample Document 2.pdf	91167	30-12-2014 14:45	30-12-2014 14:45	21-09-2023 12:44	1	Demo User Documents
	Sample Document 3.pdf	91167	30-12-2014 14:45	30-12-2014 14:45	21-09-2023 12:45	1	Demo User Documents
	Sample Document 4.pdf	91167	30-12-2014 14:45	30-12-2014 14:45	21-09-2023 12:45	1	Demo User Documents
	Sample Document 5.pdf	91167	31-12-2014 12:59	31-12-2014 13:07	21-09-2023 12:45	2	Demo User Documents
	Sample Document 7.pdf	91167	13-01-2015 09:25	13-01-2015 09:25	21-09-2023 12:45	1	Demo User Documents
	Sample Document 6.pdf	91167	13-01-2015 09:25	13-01-2015 09:25	21-09-2023 12:45	1	Demo User Documents
	Sample Document 8.pdf	91167	13-01-2015	13-01-2015	21-09-2023	1	Demo User

Number and location of folders, documents and records by specific access control markings: If your company deals with secure information, you can make use of access control markings to mark documents as 'Restricted', 'Secret', 'Top Secret' and so on. This report will generate a list of documents, showing their location and access control levels.

Report by review date: generate a list of documents showing their creation, last modified, and review dates. This is useful if your business has a policy to ensure checks are made that review dates are not missed, and that all documents remain relevant.

Documents Permissions Report: Select an individual user, to check what they are able to see within your Documents system.

A useful tool to put at ease any concerns that permissions may have been set incorrectly somewhere within a folder structure. This report will visually show what your chosen user can and cannot achieve.

This report is filterable by user and can be exported to a CSV.

Admin / Documents / Documents permissions report

User

Claroments Administrator

Browse

CSV report

☒ Folders

☒ Documents

CSV delimiter

☒ Comma (,) ☐ Semicolon (;)

Get CSV file

View

Name	perm_id	View	Edit	Move/Del	E.Meta	E.Perms	Owner
Root	0						
Discussions	235						
Sample Document 1.pdf	235						
Document Library	42						Claroments Administrator
Certificates	42						Claroments Administrator
Demo User Documents	47						Claroments Administrator
Human Resources	154						Claroments Administrator
Marketing	156						Claroments Administrator
Projects	42						Michael Hassman
Sales	158						Claroments Administrator
Templates	42						Claroments Administrator
User Guides	42						Claroments Administrator
Videos	42						Claroments Administrator
Using an Agile Approach in a Large, T...	42						Claroments Administrator
Drop Zone	164						Michael Christian

Learning

Course and Module Activity Reports: Generate a list of enrolment and completion activity within the eLearning system.

The lists will show who the users are, the modules they are engaging with, their completion status such as ‘Enrolled’ or ‘Completed’, how many times they’ve accessed the module, and their dates of enrolment and completion if available.

The report can be filtered by individual modules/assessments, users, and user groups. The report can be downloaded as a CSV.

Learning / Courses / Reports / Course Activity Report

Course Name

Select a course

Course Category

Enrolment Status

+ALL+

Enrolled

Completed

Not Started

☒ Include Archived Courses

☐ Mandatory Courses Only

Filter

Reset

Export to CSV

User/Group/Role

Start typing to add...

Browse

Remove

View matching users...

User ID	Name	Group	Role	Course ID	Course	Course Status	Validity	Enrolment Status	Date Enrolled	Date Completed
1	Claroments Administrator			13	Agile Development	Live		Completed	24 March 2023	24 March 2023

Showing 1 to 1 of 1 entry

Training Record reports: Generate a list of all forms of training completed by your users.

This can be modules completed, learning events attended, certificates obtained, or learning paths achieved. The report will show the users, the type of learning achieved, the completion date, the qualification code, and any other information.

The report can be filtered by keywords, individual users, learning object type, License number, Qualification code, and record date ranges. The report can be downloaded as a CSV.

Learning / Training Record Reports

Keywords

Keywords

License No

License No

User

Select user

Browse

Qualification Code

Type

All

Record Date

to

Filter

Reset

Export to CSV

Id	Name	Title	Completion Date	Other Information	Qualification Code	Hours of training
96	Claroments Administrator	Agile Workshop	1 June 2023	Learn more about Agile	AGILE	6
97	Claroments Administrator	Agile Development	24 March 2023	Videos about Agile Development	AGILE	2
93	Playground Admin	Agile workshop	13 August 2019		CLABEG	

Use our *Reports* application to craft your own report and query the database further than the standard report offering.

Use the interface to build the report that works for your needs, pulling only the columns of data that are relevant to you. For example, you may wish to know of any users who have passed courses, but you would also like the report to show which department those users work in.

The reports application can be scheduled to run on an interval, for a scope of users of your choosing. Results can be searched and filtered by any column you have chosen to include. The report can be downloaded as a CSV.

Reports / Courses / Modules longer than 30 minutes / Modules longer than 30 minutes

Add New Report

Modules longer than 30 minutes

Created on 29 Sept 2023, 15:09 by Claromantis Administrator

Updated on 29 Sept 2023, 15:13 by Claromantis Administrator

Filtered by Length (minutes)

Add Filter

Show 100 entries

Search Search

1

Course Id	Title	Summary	Training Record?	Module Id	Title	Duration	Length (minutes)
9	Onboarding Training		Yes	14	Apply transitions between slides	3 hours	40

Showing 1 to 1 of 1 entry (filtered from 10 total entries)

Quiz

Overview report: Generate a list of all available quizzes.

See the number of users completed, the pass mark required and the maximum achievable score, the average user score, the average time taken, the number of questions, and a visual bar chart representation of the pass/fail ratio.

Learning / Quiz / Statistics

Overview

These statistics are based on each user's best attempt at each Quiz.

10 entries per page

1

Quiz Title	Users Completed	Total Score	Pass Mark	Avg. User Score	Avg. Time Taken	# of Questions	Pass / Fail Ratio
Company Knowledge	12 / 68 (17%)	70	42	45	00:19	7	<div><div>Passed</div><div>Failed</div></div>
Pages Quiz	1 / 9 (11%)	30	21	20	00:34	3	<div><div>Failed</div><div>Passed</div></div>
Quiz Features	1 / 63 (1%)	50	35	30	00:29	3	<div><div>Passed</div><div>Failed</div></div>

Showing 1 to 3 of 3 entries

Individual quiz report: Generate a list of all the attempts taken. See the date of the attempt, the score achieved, the time taken, and the pass/fail status.

A questions breakdown tab shows a visual representation of the pass/fail ratio of each individual question, which helps to highlight where your users are struggling the most within your quiz.

Learning / Quiz / Statistics / Company Knowledge

Company Knowledge - Quiz Statistics

Test your knowledge of our company's values, its history, and its goals.

Author: Claromantis Administrator

Questions: 7

Total Score: 70

Pass Mark: 42 (60%)

Previous Attempts

Questions Breakdown

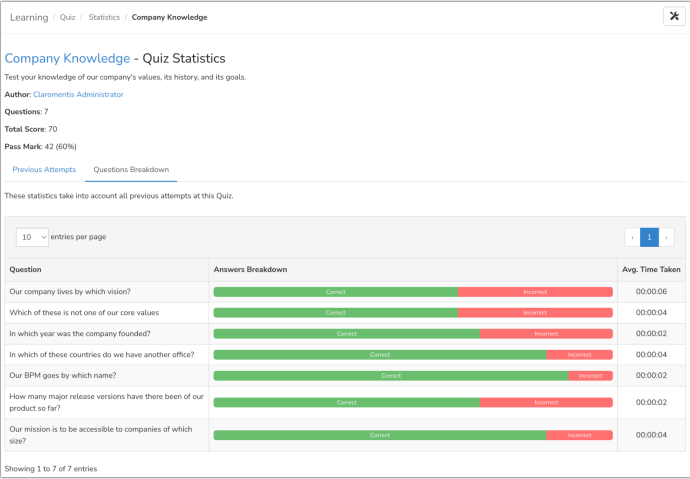
Each user's best attempt at the Quiz.

Export to CSV

10 entries per page

1 2

Name	Date	Score	Results	Time Taken	Status	
Claromantis Administrator	24-08-2017 16:18	20	29%	00:00:15	<div><div></div><div></div></div>	<div></div>
Michael Hassman	18-07-2017 15:42	70	100%	00:00:32	<div><div></div><div></div></div>	<div></div>
Barclay Martin	27-06-2017 19:49	50	72%	00:00:46	<div><div></div><div></div></div>	<div></div>
Nicola Gibson	11-05-2017 15:23	10	15%	00:00:13	<div><div></div><div></div></div>	<div></div>
Mary Rees	11-05-2017 15:22	20	29%	00:00:12	<div><div></div><div></div></div>	<div></div>
Pippa Fraser	11-05-2017 15:22	30	43%	00:00:14	<div><div></div><div></div></div>	<div></div>
Jason Reid	11-05-2017 15:21	40	58%	00:00:14	<div><div></div><div></div></div>	<div></div>
Irene Gray	11-05-2017 15:21	50	72%	00:00:15	<div><div></div><div></div></div>	<div></div>
Frank Simpson	11-05-2017 15:20	60	86%	00:00:11	<div><div></div><div></div></div>	<div></div>



Use our *Reports* application to craft your own report and query the database further than the standard report offering. Use the interface to build the report that works for your needs, pulling only the columns of data that are relevant to you. The reports application can be scheduled to run on an interval, for a scope of users of your choosing.

Results can be searched and filtered by any column you have chosen to include. The report can be downloaded as a CSV.

Reports / Quiz Add New Report

Name	Owner	Last Modified	Next Schedule
Quiz scores and time taken	Claramentis Administrator	11 Aug 2017, 16:04	
Just failures	Claramentis Administrator	11 Aug 2017, 16:07	
Just passes	Claramentis Administrator	11 Aug 2017, 16:06	
Scores less than 50	Claramentis Administrator	11 Aug 2017, 16:08	

Name	Owner	Last Modified	Next Schedule
Total questions answered	Claramentis Administrator	11 Aug 2017, 16:01	

Audit Log

A tool available only to administrators is the Audit Log.

Actions performed across the system are logged in the background, which is useful for problem-solving. e.g. when a document was viewed and by whom, if an InfoCapture notification was sent, records of user logins etc

The report can be filtered by date, individual user, application, or sub-category within an application and be downloaded to a CSV for each searching or record keeping.

Admin / Audit / View logs

☒ From 04-10-2023 00:00 To 04-10-2023 13:21

User name

Category System Login

CSV delimiter ☒ Comma (,) ☐ Semicolon (;) [Get CSV file](#)

View

Date/Time	User name	Impersonated user	IP address / Proxy IP	Type	Category	Subcategory	Object	Details
04-10-2023 09:53	Claramentis Administrator		2.217.72.26	SUCCESS	System	Login	'Claramentis Administrator' (ID: 1)	User 'Claramentis Administrator' (ID: 1) logged in through a web form (LoginHandlerHtmlPlain)
04-10-2023 11:08	Claramentis Administrator		2.217.72.26	FAILURE	System	Login	'Claramentis Administrator' (Object ID: 1)	Login failure for user 'admin': Invalid username or password given (LoginHandlerHtmlPlain)
04-10-2023 11:08	Claramentis Administrator		2.217.72.26	SUCCESS	System	Login	'Claramentis Administrator' (Object ID: 1)	User 'Claramentis Administrator' (ID: 1) logged in through a web form (LoginHandlerHtmlPlain)
04-10-2023 11:09	Claramentis Administrator		2.217.72.26	SUCCESS	System	Login	'Claramentis Administrator' (Object ID: 1)	User 'Claramentis Administrator' (ID: 1) logged in through a web form (LoginHandlerHtmlPlain)

Infocapture

Infocapture's reports are configurable to achieve a list of information relevant to your needs. Lists can be generated of any data from a project, set to filter in advance or allow the generating user to define their own filters.

The report can group together any matching data, for example, you may wish to know the total number of submitted forms that show a particular list value – such as the number of forms submitted specifying 'Region A' and the number with 'Region B' and so on.

The reports can be saved and permission controlled, as you may wish to define that only a certain group of users can re-run your saved report.

The report can be downloaded to a CSV, for further data manipulation within Excel.

InfoCapture / All Reports

Ticket + Jump🔍📊🔖

+ Add new report

Bug Tracker

Report name	Owner	Last modified	Date created	
Bug Tracker - All data		05-12-2014 14:47	05-12-2014 14:45	🔍📊🔖
Bug Tracker - All data, filterable by date and priority		05-12-2014 14:53	05-12-2014 14:51	🔍📊🔖
Bug Tracker - Status count		05-12-2014 14:55	05-12-2014 14:52	🔍📊🔖

Product Review

Report name	Owner	Last modified	Date created	
Product Review - All data		05-12-2014 14:58	05-12-2014 14:57	🔍📊🔖
Product Review - All data, filterable by date and product		05-12-2014 15:00	05-12-2014 14:58	🔍📊🔖
Product Review - Star ratings by product		05-12-2014 15:05	05-12-2014 15:00	🔍📊🔖

Support Tickets

Report name	Owner	Last modified	Date created	
Support Tickets - All data, filterable by date		05-12-2014 15:07	05-12-2014 15:06	🔍📊🔖
Support Tickets - Status count		08-01-2015 10:09	05-12-2014 15:08	🔍📊🔖
Support Tickets - Type count		05-12-2014 15:12	05-12-2014 15:12	🔍📊🔖

InfoCapture / All Reports / Support Tickets

Ticket + Jump🔍📊🔖Switch toSupport Tickets

Support Tickets - All data, filterable by date

Pre-filter options

Submitted From Date

Not lower

28-12-2010

Submitted To Date

Not greater

24-10-2023

SubmitResetComma ()Semicolon ()Download CSV

Total: 24 rows

ID in project	Creator	Assigned to	Created	Last modified	Status	Traffic light	Name	Department	Job Title	Contact Number	Ticket Type	Urgency	Ticket Summary	Ticket Details
ST0001	Joshua Tucker	Charles Johnston	2 January 2015	2 January 2015	Closed	Closed	Joshua Tucker	Marketing	Marketing Executive	+44 (0)1273 666355	Problem	Medium	Unable to edit a news article	I am not able to edit news article which changing, is it permissions?
ST0002	John Vance	Dan Butler	2 January 2015	2 January 2015	Closed	Closed	John Vance	Finance	Finance Executive	+44 (0)1273 666355	Request	Medium	Increase file upload limit	Can you please inc the file upload limit Currently we can o upload files up to 4
ST0003	Stephanie	Dan	2	17 August	Closed	Closed	Stephanie	Human	Human	+44	Problem	High	Emails are	I am currently unab

Events

User report: Generate a list of all instances of users joining events. The report will display the user’s name, the name of the event they joined, the joining date, the user’s “note to organiser” if they left one, and the number of extra guests.

The report can be filtered by individual users, user groups, date ranges, and event categories.

Events / User Report

+ Create event🔍📊🔖

Select User

Select user

Browse

Date Range

User Group

=All=CompanyDevelopmentFinance

Event Category

=All=SocialTraining Events

FilterReset

Export to CSV

Name	Event Title	Join Date	Note	Extra Guests
Claramentis Administrator	Corporate Team Building Event	18-02-2019 11:30		
Austin Glover	Corporate Team Building Event	18-02-2019 11:48		
James Terry	Corporate Team Building Event	18-02-2019 11:31		
Charles Johnston	Corporate Team Building Event	18-02-2019 11:31		
Alan Metcalfe	Corporate Team Building Event	18-02-2019 11:31		
Brian MacDonald	Christmas Party 2021	19-06-2023 16:34		
Playground User	Christmas Party 2021	07-12-2021 10:27		

Events Report: Generate a list of all events, showing the start and end dates, the number of users able to join the event, their maximum capacities, the total attendees, users and guests, and the number of users on the waiting list.

The report can be filtered by event category, event status such as Draft, Live, or Cancelled, and by date range. The report can be downloaded as a CSV.

Events / Events Report

+ Create event

Event Category

=All=

Social

Training Events

Event Status

=Any=

Draft

Live

Cancelled

Hide recurring event

Date Range

Filter

Reset

Export to CSV

Event name	Start date	End date	Users who can join	Max capacity	Total Views	Total Attendees	Total extra guests	Waiting list
Summer Party	15-08-2025 18:00	15-08-2025 23:00	64		0	0	0	0
Corporate Team Building Event	15-12-2024 12:30	15-12-2024 16:00	64		0	5	0	0
Friday drinks!	26-01-2024 17:00	26-01-2024 19:30	0		0	0	0	0
Christmas Party 2021	14-12-2023 03:00	14-12-2023 07:00	64	2	0	2	0	2
Agile Workshop	01-06-2023 10:00	01-06-2023 16:00	64		0	1	0	0
CPR + AED Training	30-09-2022 12:00	30-09-2022 13:00	64		0	0	0	0

Expenses

Expense item report: Generate a list of all items that have been claimed on expenses.

The report will show the expense date, vendor, cost code, client and project names, the submitting user’s name and department, the item cost, and a link to the expense sheet it originates from.

The report can be filtered by all of these, and it can be downloaded as a CSV.

Expenses / Expense Item Report

Expense Item Report

Select User

Select user

Browse

Project Name

Select Projects

Client's Name

Select Clients

Department

Select a Department

Expense Date

to

Filter

Additional Options

Download CSV

Expense Date	Vendor	Cost Code	Client Name	Project Name	Billable	Type	Department	Name	Amount	Sheet
9 April 2015	Amazon	8547 Gifts			No	Entertainment/Hospitality	Marketing	Mary Rees	50.00	
22 April 2015	Amazon	4127 Hardware			No	IT Hardware	Marketing	Mary Rees	140.80	
13 April 2015	Virgin Atlantic	7231 Air Travel (Overseas)	The North Face	Intranet Relaunch	No	Travel		Mary Rees	380.00	
13 May 2015	The Carolina	7894 Accommodation (Overseas)	The North Face	Intranet Relaunch	No	Accommodation		Mary Rees	230.00	
20 April 2015	Amazon	4253 Stationery			No	Stationery	Human Resources		120.00	

Holiday Planner

Users day-type report: Generate a list counting the number of days of each type used by each user. For example, see how many sickness days, holiday days, and unpaid days a particular user has taken.

This report can be filtered by date range and holiday user group and downloaded as a CSV.

Holiday planner / Reports / Users day-type report

Dates

05-10-2022

To

04-10-2023

For groups

UK

Admin

Show day types

☒ Sickness day

☐ Unpaid holiday

☒ Holiday

☐ Work day

☐ Test

☒ Late

View

Comma (,)

Semicolon (;)

Get CSV file

Name	Sickness day	Holiday	Late
Barclay Martin	0	0	0
Claroments Administrator	0	0	0
Dave Antill	0	0	0
Demo Account	0	0	0
Michael Christian	0	0	0
Michael Hassman	0	0	0

Users holiday report: Generate a list of users with a breakdown of their holiday usage.

The report will show their remaining holiday, their original quota for the year, the number of days carried from a previous year, the number of days they have used, how many requests they have pending, and who their two holiday approvals managers are.

The report is filterable by holiday period year, and by holiday user group. It can be downloaded as a CSV.

Holiday planner / Reports / Users holiday report

Holiday year

2023

Year when holiday period has started

For groups

UK

Admin

View

Comma ()

Semicolon ()

Get CSV file

Name	Holiday start month	Holiday remaining	Quota	Carried	Expired	Used	Request pending	Manager	Substitute
Barclay Martin	January	25	25	0	0	0	0	Claroments Administrator	
Claroments Administrator	January	25	25	0	0	0	0	Claroments Administrator	
Dave Arnt	January	25	25	0	0	0	0	Claroments Administrator	
Demo Account	January	25	25	0	0	0	0	Claroments Administrator	
Michael Christian	January	25	25	0	0	0	0	Claroments Administrator	
Michael Hassman	January	130	25	5	5	-105	0	Michael Hassman	

Holidays reports by days: Generate a list of Holiday day types, such as sickness day, unpaid holiday, holiday, etc, and show the number of days of those types used within a date range of your choosing. The results can be grouped by week, fortnight, month, or year.

For example you may wish to assess your staff absences over the past year, and group by month, to gain an awareness of which months saw peaks in holidays, sickness, and so on.

The report can be filtered by date range, week/fortnight/month/year grouping, calculation type, holiday user groups, and day types. The report can be downloaded as a CSV.

Holiday planner / Reports / Holidays reports by days

Date Range

01-07-2023

To

05-10-2023

Group by

Month

Calculate

Total holiday time

Full day total

Half-day (am) total

Half-day (pm) total

For groups

UK

Admin

Show day types

Sickness day

Unpaid holiday

Holiday

Work day

Test

Late

View

Comma ()

Semicolon ()

Get CSV file

Name	July 2023	August 2023	September 2023	October 2023
Sickness day	0	0	0	0
Holiday	0	0	0	0
Late	0	0	0	0

Holidays reports by groups: The same report as Holiday Reports by Days, but showing a breakdown of holiday user groups rather than a breakdown of day types.

Bradford Factor: If you make use of Bradford Factor in your business, a report can be run to make your calculations.

The report will show each user’s name, their current Bradford score, the number of absence spells, the total number of days off, and the total number of each day type that you choose to factor into your calculation – by default this is just ‘Sickness day’.

The report is filterable by date range and holiday user group, and can be downloaded as a CSV.

Holiday planner / Reports / Bradford Factor Report

Dates

05-10-2022

To

04-10-2023

For groups

UK

Admin

View

Comma ()

Semicolon ()

Get CSV file

Name	Bradford Factor Score	Spells	Total days off	Sickness day
Claroments Administrator	0	0	0	0
Dave Arnt	0	0	0	0
Barclay Martin	0	0	0	0
Nigel Davies	0	0	0	0
Robert Reith	0	0	0	0

Digital Assets Manager

Viewed asset list: Generate a list of your digital assets that have been downloaded or viewed. Filter by category, asset type, and date range. The list can be downloaded as a CSV format.

Digital Assets / Reports

Report Type

Downloaded Asset

Asset Type

All

From

To

View Report

Download as CSV

Category

All Categories

Asset ID	Asset Title	Type	File Name	Category	User	Date
11	Policy Manager images	image	flexible working@2x.jpg	Cover Images	Claremonts Administrator	06-09-2021 12:26

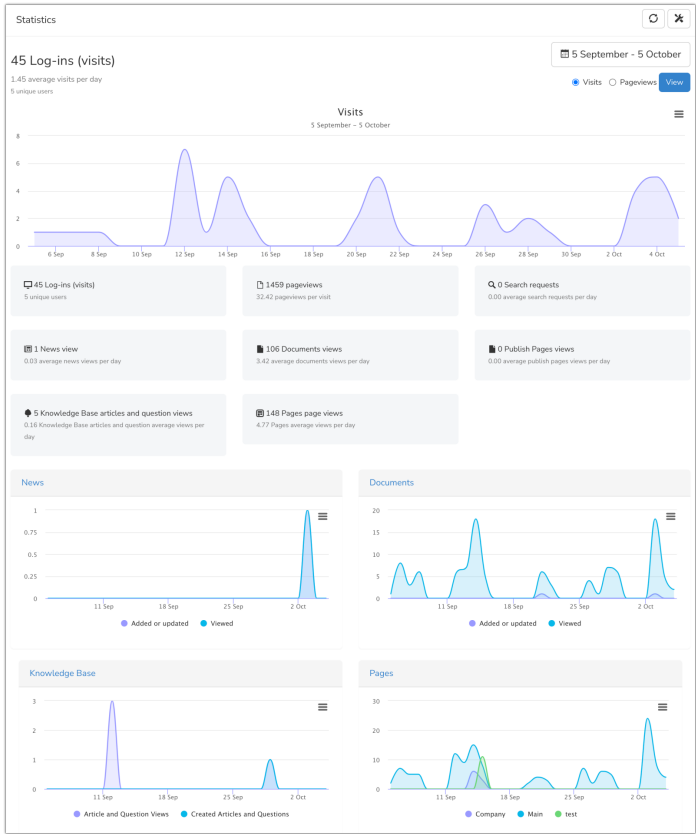
Statistics

Our Statistics application can give administrators a visual representation of user engagement. Three graphs show the number of logins, news added and viewed, and documents added and viewed.

Figures are also provided for the per-day average of news views, logins, document views, search requests, and Publish application page views.

Further information is also available showing a 'top 10' most popular documents and news, as well as your top document and news updaters.

The graphs can be filtered by date range, and by a choice of visits or pageviews. The charts can be downloaded as PNG, JPEG, PDF, or SVG.



Policy Manager

Use our *Reports* application to craft your own report and query the database further than the standard report offering.

Use the interface to build the report that works for your needs, pulling only the columns of data that are relevant to you. The reports application can be scheduled to run on an interval, for a scope of users of your choosing.

Results can be searched and filtered by any column you have chosen to include. The report can be downloaded as a CSV.

Individual policy acceptances

Created on 11 May 2017, 14:58 by [Claremonts Administrator](#)

Updated on 11 May 2017, 15:01 by [Claremonts Administrator](#)



Add Filter

Show 10 entries

Search: 1

Reference	Title	Username	Approved	Date Approved	Approval Stage	Policy Stage	Expiry Date
INS-0001	Induction Process Instruction	barclay	Yes	07-05-2015 19:38	Distribution	Distribution	---
POL-0002	Flexible Working Policy	mhassman	Yes	01-06-2016 16:10	Distribution	Distribution	---
INS-0001	Induction Process Instruction	dave	Yes	06-07-2016 19:58	Distribution	Distribution	---
POL-0002	Flexible Working Policy	nigel	Yes	20-07-2016 16:36	Distribution	Distribution	---