



CATS

Certrec® Action Tracking System

COMPLIANCE TOOLS

CATS

(Certrec® Action Tracking System)

- Identify Conditions
- Assign Actions
- Monitor Due Dates
- Verify Action Status
- Generate Canned or Custom Reports

Time Well Spent

CATS is for professionals who are:

- **Responsible for identifying, managing, and maintaining conditions**
- **Evaluating the conditions and their effects**
- **Tracking items to completion**
- **Missing important due dates**
- **Losing key information in email in-boxes and Excel spreadsheets**
- **Struggling to keep up with to-do lists**

Imagine...having complete transparency into all the pending conditions across your entire organization—and accountability for all necessary actions being taken.

- **How many errors might be avoided?**
- **How many deadlines might be met?**
- **How much more efficient could your team be?**
- **How many hidden issues might come to light earlier?**

Groups depend on one another to accomplish difficult jobs. The larger the group, the more complex the task, and the more interrelated the project, the greater the need becomes for a systematic way to track, communicate, and verify the work.

Certrec's **Certrec® Action Tracking System (CATS)**, is a comprehensive, yet incredibly easy, web-based tool that allows you to identify conditions, assign actions, track deadlines, and report on performance - all in one place.

Designed as a simple, yet multi-functional, action tracking system, **CATS** is equally suited for managing Issues and associating multiple actions with an issue.

CATS automates routing, notification, delivery, escalation, and approval of conditions and actions that are initiated to address any potential issue, enhancement opportunity, or business initiative.

With its simple web interface, you have a condition action tracking tool that enables decisions to be implemented and deadlines to be met.

“CATS? It’s my electronic, anytime, anywhere, to-do-list, performance tracker, safety net.” - Bob Biggs, Office of NERC Compliance Services Director

CATS is available wherever you are via iPhone, iPad, email or laptop - in real time. →



What CATS Does	Why It’s Important
<ul style="list-style-type: none"> Allows condition input anywhere, anytime, by any permissioned user 	<p>Less Loss — Important conditions get captured regardless of time, geography, or chain of command</p>
<ul style="list-style-type: none"> Assign actions by group and individual 	<p>Clarity — Limits confusion regarding “Who’s on first?”</p>
<ul style="list-style-type: none"> Offers 4 permission levels 	<p>Security — You control who uses the system, how, and when</p>
<ul style="list-style-type: none"> Automatically notifies users of new conditions and actions 	<p>Convenience — You are kept up-to-date and can easily locate information</p>
<ul style="list-style-type: none"> Tracks status of assignments 	<p>Accountability — Quickly determine if actions are being completed in a timely manner</p>
<ul style="list-style-type: none"> Provides real time reporting of all conditions and actions 	<p>Insight — Be aware of pending circumstances and challenges</p>
<ul style="list-style-type: none"> Provides a web-based system not tied to MS products 	<p>Peace of Mind — Quickly access the status of critical issues through customized reports</p>
<ul style="list-style-type: none"> Offers a single online repository 	<p>Ubiquitous Access — Anytime, anywhere access versus assignments and action status locked in an individual’s email, Excel spreadsheet, or Outlook task list</p>
<ul style="list-style-type: none"> Allows supporting documents to be attached to the condition or action 	<p>Convenience — Condition lists and action tasks are all in one place</p>
<ul style="list-style-type: none"> Provides a complete system of records 	<p>Effectiveness — Better management of supporting documentation for compliance, audits, performance reviews, etc.</p>
<ul style="list-style-type: none"> Configure display and behaviors of the condition, customize field labels, establish milestones 	<p>Risk Mitigation — Tracking system provides a full audit trail while minimizing the recurrence of previous issues</p>
<ul style="list-style-type: none"> Facilitates knowledge sharing 	<p>Personal — Built-in flexibility allows you to make CATS your own: your brand, your colors, your unique jobs and terms, etc.</p>
	<p>Performance — Well-informed staff, using easy-to-access tracking tools, are more productive</p>