# Zavanta®
# Checklists

## Empower employees to be successful and build a culture of accountability

- Leverage the power of your procedure documents in Zavanta.

- Automatically break down intricate processes into step-by-step actions, ensuring nothing is overlooked.

- Checklists are integrated into the full document life cycle in Zavanta.

COMPROSE
everyone knows what to do.®

# Transform procedures into actionable checklists.

Having written procedures is the first step to making sure employees understand the instructions. The checklist feature allows everyone to track what needs to be done and helps managers report on the completed tasks.

- Checklists are fully integrated into the document life cycle in Zavanta.

- Checklists always stay in sync with your original procedure document in Zavanta.

- Integrate your checklists into your business processes with our API.

- Turn your procedures into checklists with the press of a button

- Checklists can be scheduled with a "set and forget" scheduler for time-based tasks.

- Generate reports for managers and auditors for transparency and to demonstrate compliance.

- View a complete audit trail of when actions are being performed and by whom.

- Contributors and admins can set the timing for reminder notifications.

- Integrate your checklists into your business processes with our API.

*Build employee confidence, discipline, and motivation.*

# Unleash the Power of your Employees with Checklists

People can be forgetful or get distracted at work. No one wants to make mistakes. Help your employees be more successful and eliminate guesswork with our interactive checklists.

Prompt readers to complete all the steps of your procedures.

Employees can start and save a checklist and finish the steps at a later time.

Multiple readers can share a checklist and finish different steps.

Employees get the satisfaction of checking off each task.

Build confidence and knowledge reinforcement with each check.

Employees engage with Zavanta more often and create positive habits.

# Checklists Drive Better Business Results

## ✓ Improved Accountability

Have the assurance that steps are completed within your organization's best practices. Readers now take a more active role in the Zavanta system.

## ✓ Increased Efficiency

By following established procedures with checklists, employees can complete tasks more efficiently, reducing wasted time and effort.

## ✓ Better Consistency

Checklists ensure consistent execution of tasks, reducing variability or guesswork, and improving the quality of work.

## ✓ Easily audit critical tasks

Export reports on processes and procedures to provide documentation on quality checks, supervisor signoff, and time and date of task completion.

## ✓ Build Confidence

Consistent repetition of the steps in a checklist ensures a high level of quality in work, reinforcing employees' confidence in their ability to successfully do their job.

## ✓ Boost Productivity

Checklists prompt your team on every step of the procedure. Employees who follow a standardized process are more likely to complete tasks quickly and accurately.

# Checklists Use Cases in Action

## Pathology Services

### Compliance, quality, speed of work

Our client uses state-of-the-art technology and specializes in gastrointestinal pathology. They are known for rapid turnaround time, which can mean the difference between life and death.

They can trace the patient's specimen from the laboratory door to the pathologist's desk with a report rendered into their laboratory within 24-48 hours of receipt. They use checklists to ensure consistency and timeliness of every step in the testing process and to demonstrate compliance with third-party inspectors.

## Staffing Agency

### Effective onboarding and reduction of manual efforts

Our client is a national provider of outsourced employment for healthcare and life sciences.

They onboard thousands of new candidates every year with specific certifications, degrees, and skill sets. They are using checklists for onboarding to ensure every new hire is accurately enrolled into their systems with consistent data attributes for speedy placement.

## Financial Advisors

### Accelerated learning, deliver a consistent experience

Our client's mission is centered around helping financial advisors make a difference in the lives of their clients.

They onboard thousands of financial advisors every year. They use onboarding checklists to ensure every new advisor thoroughly understands policies, procedures, technology, and investment solutions. The end goal is to facilitate a better client experience.

**Let's talk about how you can use checklists to drive business results.**

Contact your CSM or our Sales Team
[sales@comprose.com](mailto:sales@comprose.com)