

Maintain an accurate and efficient audit trail and save time doing so!

Government agencies like the USDA require an audited trail of forms denoting various regulations, such as adherence to food and safety regulations. Proper documentation is therefore very important in ensuring that all of the audit requirements are met.

However, logging and keeping track of all the paperwork can be a time-consuming and inefficient process that costs time and resources.

Rocket Forms from Image One provides solutions to common problems faced when dealing with auditing and management of forms:

CHALLENGE 1

Data Entry

SOLUTION:

Our forms are built to be completed on any computer, tablet or mobile device for easy entry. Whether you choose to create your own or have our professional technicians help with design, you'll always have the right form exactly the way you want it. Entering data into Rocket Forms is easy and efficient!

CHALLENGE 2

Reporting

SOLUTION:

Rocket Forms generates easy to read reports of all information without having to rummage through bulky filing cabinets. Build in your own reminders and follow up fields and you'll never miss a deadline!

CHALLENGE 3

Recording Audits

SOLUTION:

Rocket Forms saves indefinitely a continuous record of all forms submitted into the system. Create as many forms as you need and Rocket Forms will keep track of any and all USDA or other government related regulations. Rocket Forms creates not a paper trail, but a paperless trail that saves space and is environmentally friendly!

THE ULTIMATE CHALLENGE

Cost

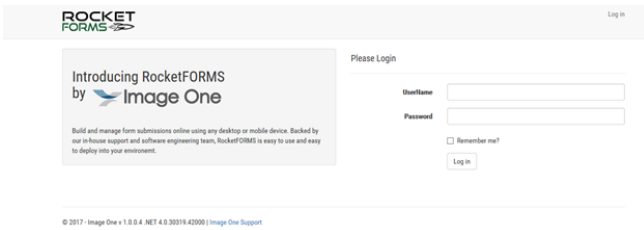
SOLUTION: We achieve all of the above without breaking the bank and Rocket Forms pays for itself.



How It Works

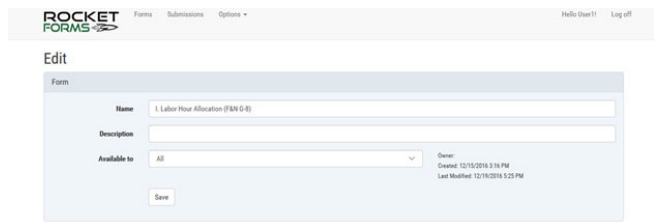
LOGIN SCREEN

Users log in securely from any computer or mobile device to fill out forms with information while being directly on site or in network.



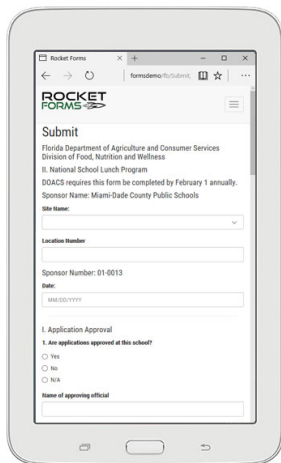
FORM DESIGN

Forms for data entry can be designed through our easy-to-navigate software. During training, users are shown how to create forms, or Image One can help create forms just the way you'd like them.



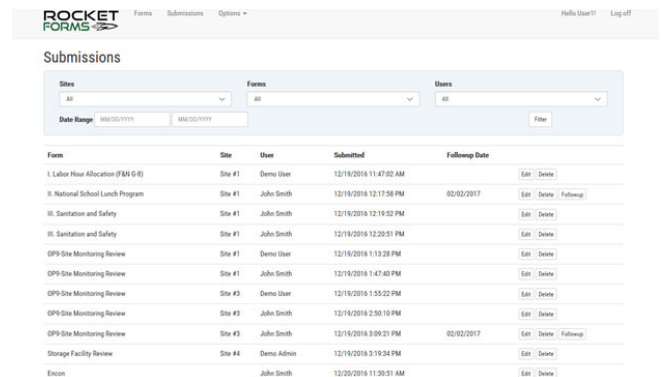
SUBMITTING FORMS

Forms are easily submitted with all of the information desired on them. The interface is completely mobile friendly, so they can be filled out as needed.



REPORTING

All data can be searched for and reports can be run to compose any kind of audit that you need. Reports are customizable and easy to read.



Form	Site	User	Submitted	Followup Date	
I. Labor Hour Allocation (F&M G-E)	Site #1	Demo User	12/19/2016 11:47:02 AM		Edit Delete
II. National School Lunch Program	Site #1	John Smith	12/19/2016 12:17:58 PM	02/02/2017	Edit Delete Followup
III. Sanitation and Safety	Site #1	John Smith	12/19/2016 12:19:52 PM		Edit Delete
III. Sanitation and Safety	Site #1	John Smith	12/19/2016 12:20:51 PM		Edit Delete
GPS Site Monitoring Review	Site #1	Demo User	12/19/2016 1:13:28 PM		Edit Delete
GPS Site Monitoring Review	Site #1	John Smith	12/19/2016 1:47:40 PM		Edit Delete
GPS Site Monitoring Review	Site #2	Demo User	12/19/2016 1:55:22 PM		Edit Delete
GPS Site Monitoring Review	Site #2	John Smith	12/19/2016 2:50:19 PM		Edit Delete
GPS Site Monitoring Review	Site #2	John Smith	12/19/2016 3:09:21 PM	02/02/2017	Edit Delete Followup
Storage Facility Review	Site #4	Demo Admin	12/19/2016 3:19:34 PM		Edit Delete
Encos		John Smith	12/20/2016 11:30:51 AM		Edit Delete

ABOUT IMAGE ONE

Image One Corporation is Florida's leading provider of document scanning services, workflow automation software and document storage solutions in hardware and the cloud. Our mission is to streamline invoice processing, new employee onboarding and benefits enrollment, claims processing, and other manual, document intensive workflows. We have worked for over 14 years with educational institutions in helping save thousands of hours of productivity, avoiding or eliminating costly software and hardware costs and are fluent in ensuring USDA and other forms of governmental compliance.

