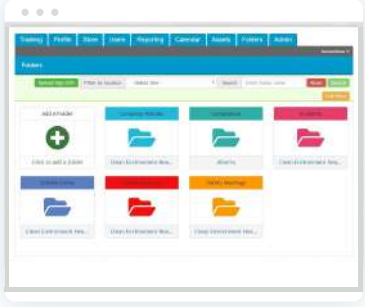
BIS
TRAINING SOLUTIONS

DIGITAL FOLDERS

Cloud-Based Policy and Procedure Storage

Upload hundreds of documents into one **cloud-based storage** location for your team to access, view, and digitally sign.



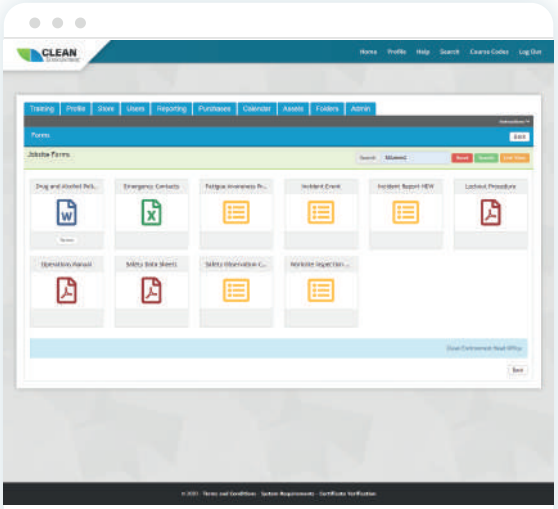
Upload documents into one cloud-based storage location

Your team can access and vew hundreds of documents

Easily sign off on digital forms and store them securely

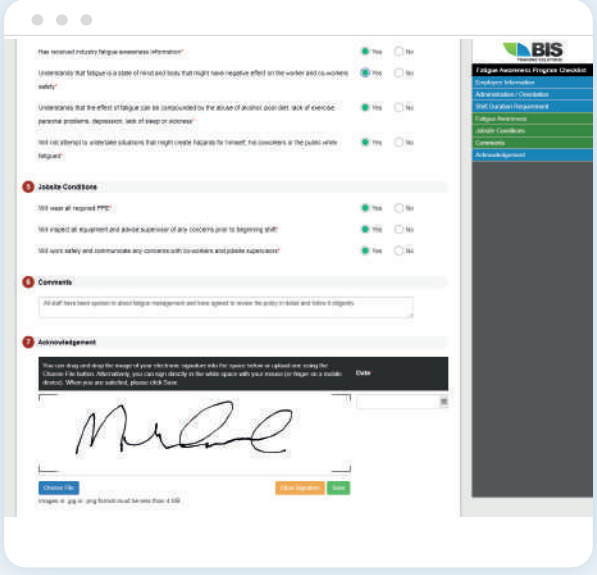
Secure Online Document Storage, Access, and Sign Off

Upload policies, procedures, forms, and other documents, such as drug and alcohol policies and working alone procedures, to an online foldering system where all or select employees can be granted permission to download, view, complete, and sign using their mobile device.



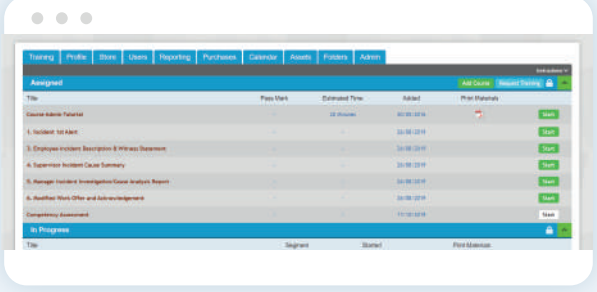
The Features

- Sign-Off Reports
- Digital Signatures
- Mobile Compatibility
- Permission Management



Notification System

The best part of the foldering system is the automatic notifications. When new policies, procedures, forms, or other documents are uploaded to a folder, notifications are sent to users letting them now that new or updated items are availble for review and sign off.



Folder Assignment

With the abillity to grant folder access by employee, company role, location, or a combination of role and location, Digital Folders help your company reach new levels of compliance while reducing administrative costs.