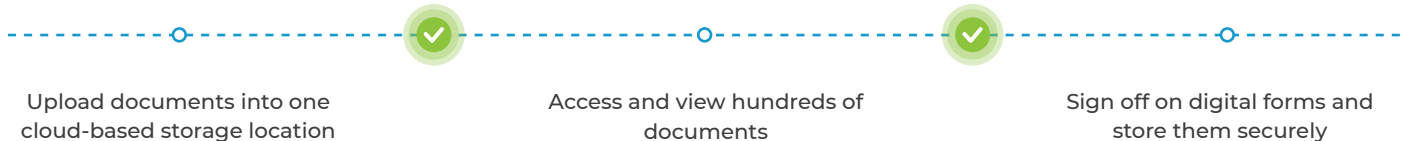
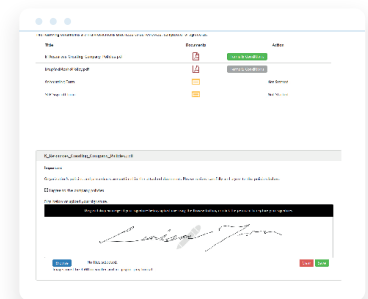
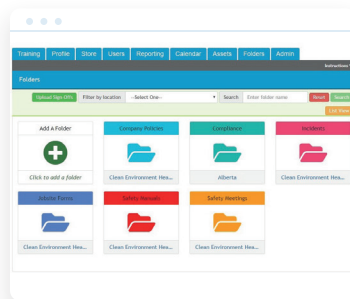


DIGITAL FOLDERS

Cloud-Based Policy and Procedure Storage

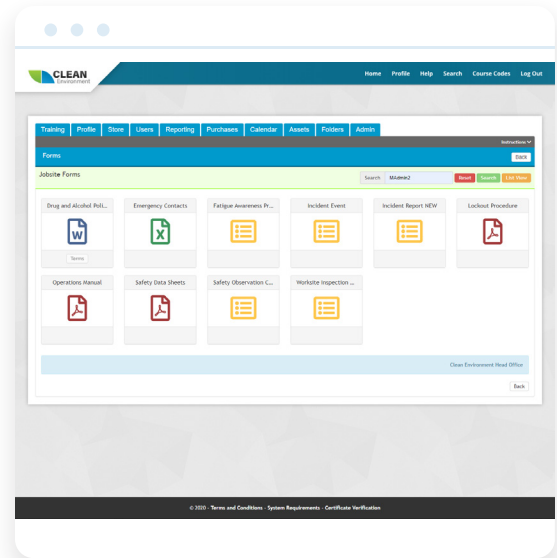


Upload hundreds of documents into one **cloud-based storage** location for your team to access, view, and digitally sign.



Secure Online Document Storage, Access, and Sign-Off

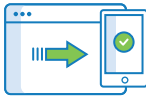
Upload policies, procedures, forms, and other documents, such as drug and alcohol policies and working alone procedures, to an online foldering system where all or select employees can be granted permission to download, view, complete, and sign using their mobile device.



The Features



Sign-Off Reports



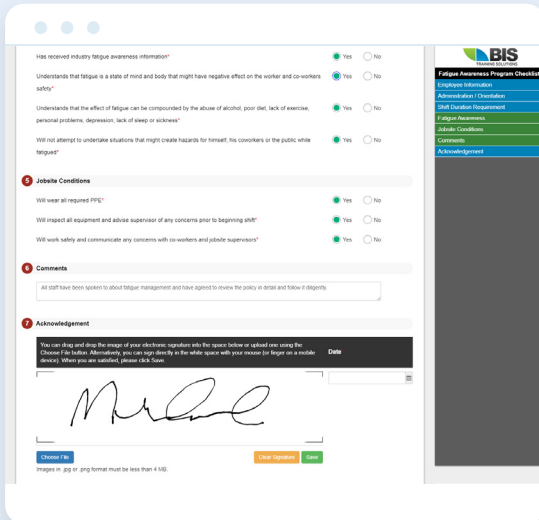
Mobile Compatibility



Digital Signatures



Permission Management



► Notification System

The best part of the folder 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 know that new or updated items are available for review and sign-off.

► Folder Assignment

With the ability 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.

