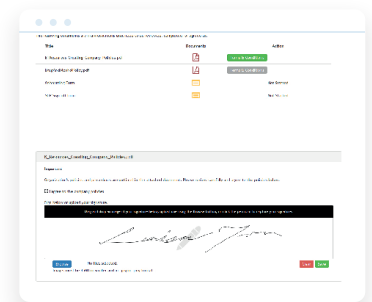
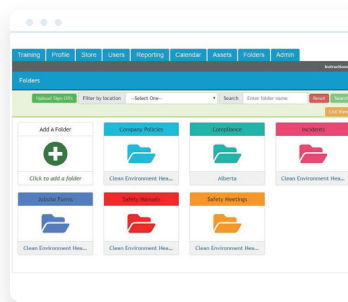


# DIGITAL FOLDERS

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.



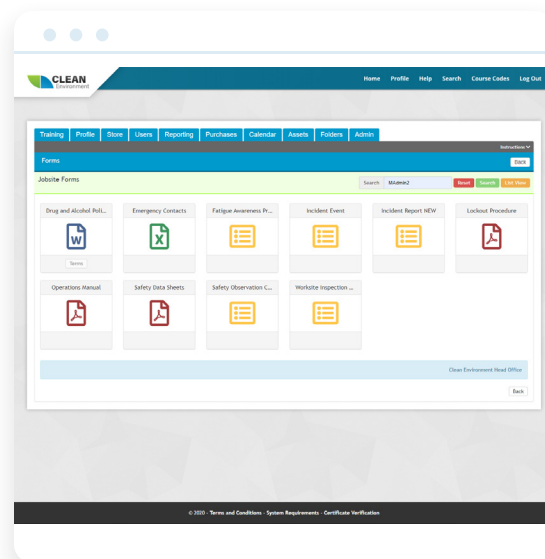
Upload documents into one cloud-based storage location

Access and view hundreds of documents

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, or working alone procedures, to an online folder 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



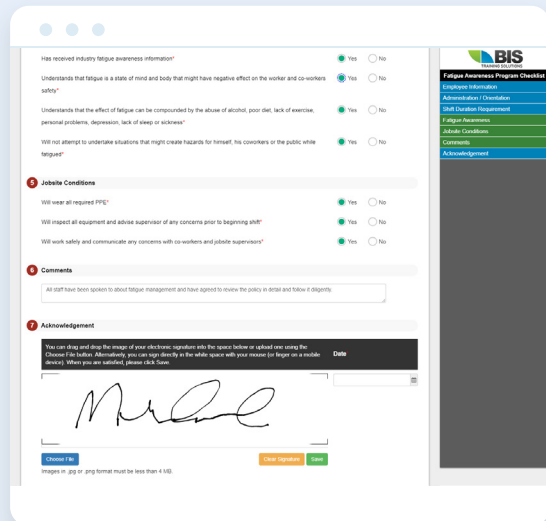
Mobile Compatibility



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 the 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.

