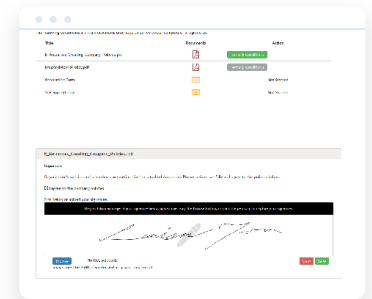
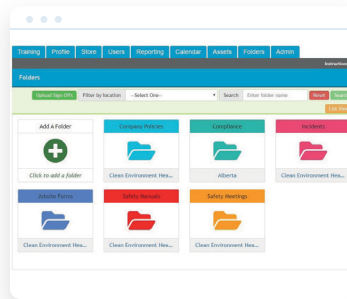


DIGITAL FOLDERS

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.



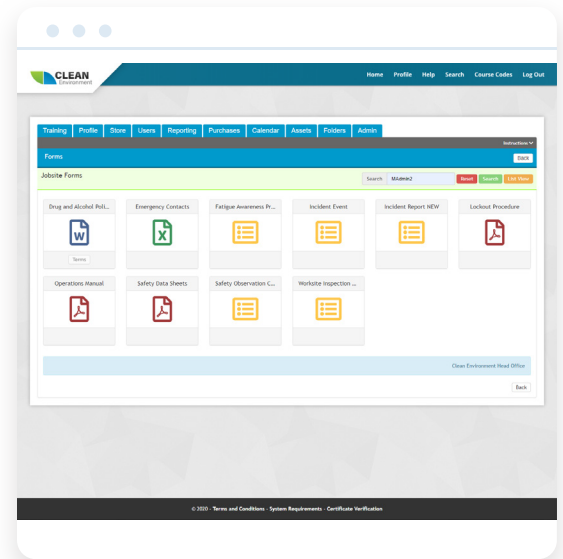
Upload documents into one
cloud-based storage location

Access and view hundreds of
documents

Sign off on digital forms and
store them securely

Secure Online Document Storage, Access, and Sign-Off

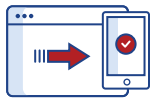
Upload policies, procedures, forms, and other documents, such as drug and alcohol policies, or working alone procedures, to an online folder system where all or select employees can be granted permission to download, view, complete, and sign using their mobile device.



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.

Assigned				
Title	Pass Mark	Estimated Time	Added	Print Materials
Course Admin Tutorial	-	20 Minutes	30/05/2016	Start
1. Incident: Tel Alert	-	-	26/08/2019	Start
3. Employee Incident Description & Witness Statement	-	-	26/08/2019	Start
4. Supervisor Incident Case Summary	-	-	26/08/2019	Start
5. Manager Incident Investigation/Case Analysis Report	-	-	26/08/2019	Start
6. Modified Work Order and Acknowledgment	-	-	26/08/2019	Start
Competency Assessment	-	-	17/10/2019	Start

In Progress				
Title	Segment	Started	Print Materials	

► 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.