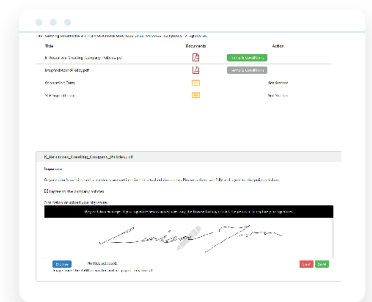
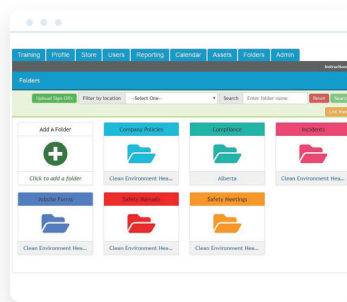


DIGITAL FOLDERS

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.



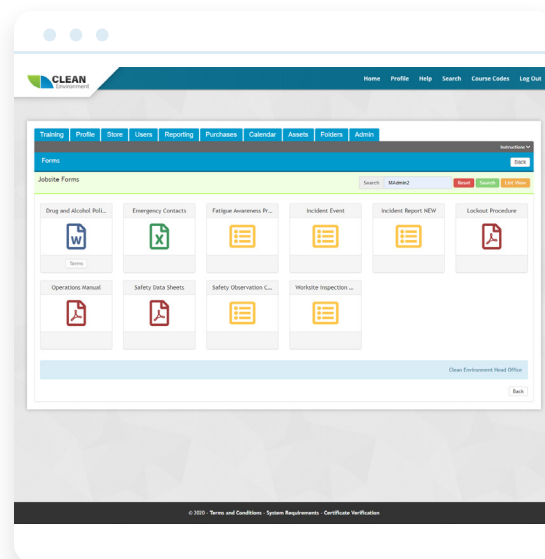
Upload documents into one cloud based storage location

Your team can access and view 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



Mobile Compatibility



Digital Signatures



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 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.

Assigned					
Title	Pass Mark	Estimated Time	Added	Print Materials	Start
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		