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KEY FEATURES & FUNCTIONALITY

- Upload and manage multiple file types, including documents, spreadsheets, images, and media
- **Store and distribute** business, security, legal, HR policies, procedures, contracts, department collateral and more.
- Store documents in a draft or published version for broad distribution, including customizable requirements and acknowledgements by electronic signature

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- **Control document versions** with major, minor and draft release options, and a full archive of all previous versions
- Publish documents and PDFs to a fully searchable, web accessible Wiki to enable easy access across your entire organization