

# Platform Feature: Documents

Enjoy all the features of a secure, fully operational Document Management System.

## 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
- **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

