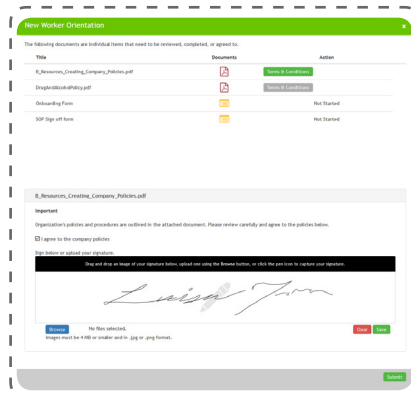
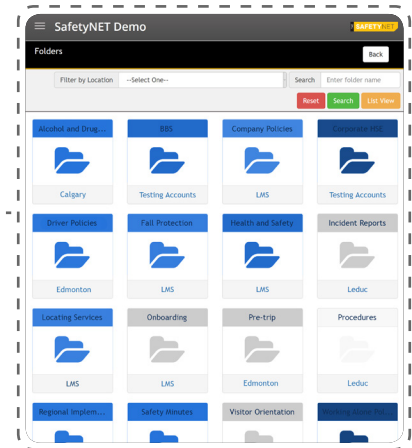
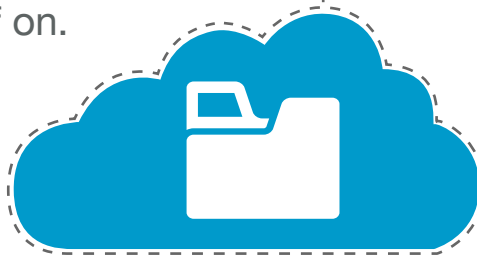


# DIGITAL FOLDERS

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 off on.



# 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.

SafetyNET Demo

Users

1,624 - Number of users  
85% of total capacity

625 - Training Due  
77% of total requirements

23 - Users with expired training  
2% of users with expired training

25 - Expiring in 90 days  
2% of users with expired training

Users	Completed		Repeat In Progr		Incomplete		Mark	Time
	#	%	#	%	#	%		
LMS	5	63%	0	0	3	37%	0	0
Aaron Cooper	12	60%	0	0	8	40%	77	254
Abe Wantner	2	50%	0	0	2	50%	0	0
Amy Lee	2	100%	0	0	0	0%	0	0
Andrea Martin	7	54%	0	0	6	46%	0	0
Arthur Grier	0	0%	0	0	1	100%	0	0
Brad Moore	2	100%	0	0	0	0%	100	0
Carla Wu	0	0%	0	0	0	0%	0	0
Dannell Johnson	0	0%	0	0	0	0%	0	0

Full Screen

Edit Reporting

## Features

Sign-Off Reports



Digital Signatures



Mobile Compatibility



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 now that new or updated items are available for review and sign off.

Assigned

Add Course

Title	Pass Mark	Estimated Time	Added	Print Materials
New Worker Orientation	New		15/06/2018	Open
Terms and Conditions	New		15/06/2018	Open

There are no online courses or forms to begin.

In Progress

Required

Optional

Completed

New Worker Orientation

The following documents are individual items that need to be reviewed, completed, or agreed to.

Title	Documents	Action
B_Resources_Creating_Company_Policies.pdf		Terms & Conditions
DrugAndAlcoholPolicy.pdf		Terms & Conditions
Onboarding Form		Not Started
SOP Sign off form		Not Started

B\_Resources\_Creating\_Company\_Policies.pdf

Important

Organization's policies and procedures are outlined in the attached document. Please review carefully and agree to the policies below.

I agree to the company policies.

Sign below or upload your signature.

Drag and drop an image of your signature below, upload one using the Browse button, or click the pen icon to capture your signature.

Browse No files selected. Images must be 4 MB or smaller and in .jpg or .png format.

Clear Save

Submit

## 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.

