AMHSA
Alberta Municipal Health and Safety Association

your **Training Budget** is
bigger
than you think!

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.
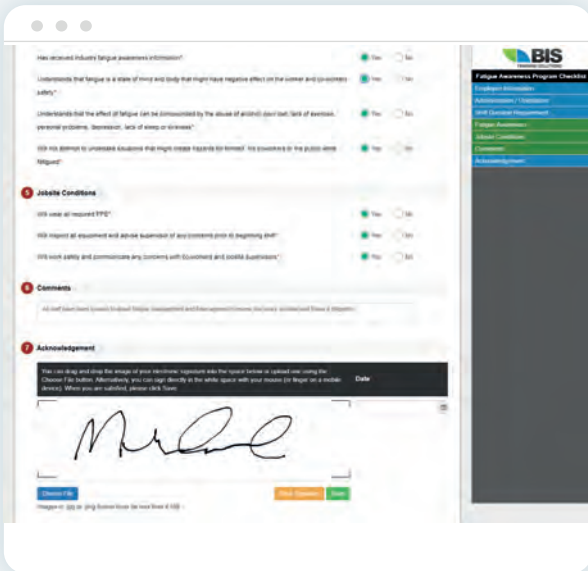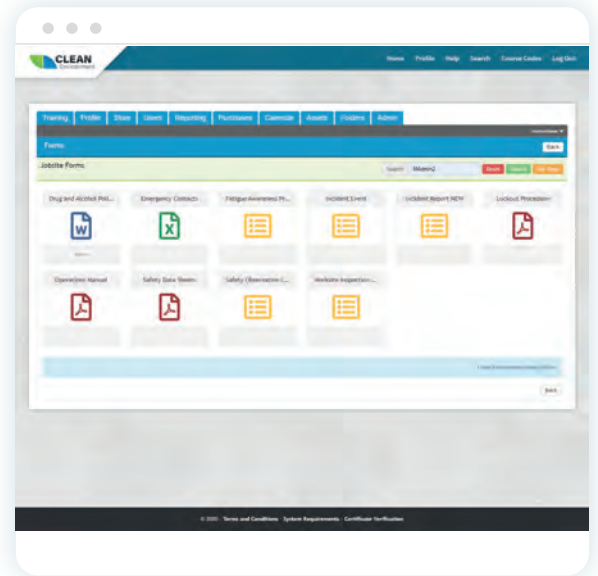
The Features

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.
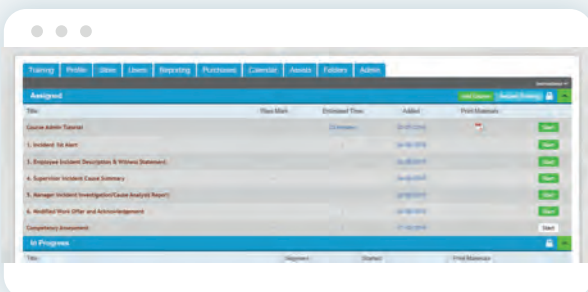
▶ Folder Assignment

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.