Document management

Graham Smith - 2017-01-18 - Documents

You can use Kahootz as a document management system, allowing you to track and store your documents online. It includes many advanced document management features like locking, version control, notification, task assignment and more.

1. Document version control
2. Direct Edit in Office
3. Document locking
4. Document review and approval
5. Document audit and traceability
6. Notifications
7. Setting permissions

Related Content

- Document Review and Approval Process
- Folders (Display & Sorting + Permissions)
- Getting started with documents
- Document Locking
- Maximum file size you can Upload or Download