

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](#)