








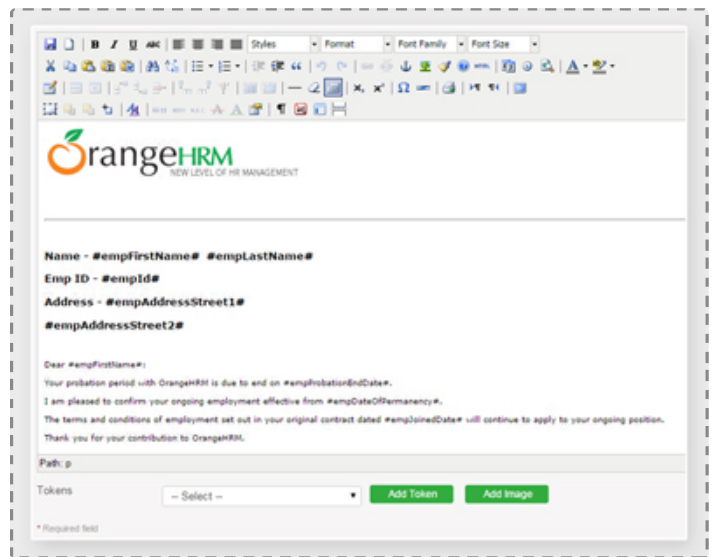


DOCUMENT MANAGER

The document manager makes it easy to create, distribute and store documents that are confidential and/or specific to a particular function such as on-boarding a new employee, completing a performance review, or any other task.

FEATURES

-  The document manager includes:
 -  Creation of document templates inside the system
 -  WYSIWYG editor for attractive designs
 -  Employee information tags can be easily incorporated into templates
 -  Insert images
 -  Generate documents from the employee profiles
 -  PDF outputs



The document manager is a system wide feature which allows HR documentation to be generated from various points in the system.

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