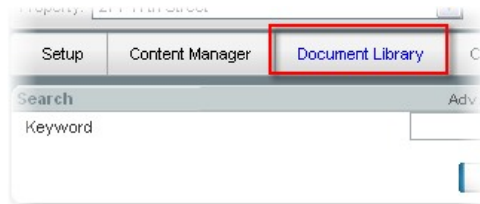


Document Library

[Control Panel > Document Library](#)



About Document Library:

The Document Library is a multipurpose database for storing relevant property documents whilst giving various User Groups, Users, Buildings, or Tenants permissions to individual or batches of files.

Some of the benefits of the Document Library are:

Shared Drive: Single point of accessibility, where you can share documentation with people or groups of people whom you have granted access to a specific folder or document.

Due-Diligence & Disaster Recovery: Your use of the Document Library will facilitate the process of Due-Diligence by allowing you to have an unlimited amount of documentation space for easy retrieval and sharing. All the data is kept off-site and is backed up nightly ensuring a smooth recovery in the event of a disaster or file corruption.

Reporting With the Document Library, you can create on-the-fly reports based on particular criteria.

Audits & Dispositions An excellent tool for audits and dispositions where you may need a third-party to have access to a specific document without you having to supervise the session. Documents stored in the Document Library are accessible 24/7 from anywhere in the world by you or anyone you give permissions to access the documentation.

In a nutshell, the Document Library has been designed as a document repository - housing all your critical data in a secure, online environment with an unlimited amount of documentation space that is backed up nightly and accessible anywhere in the world 24/7.