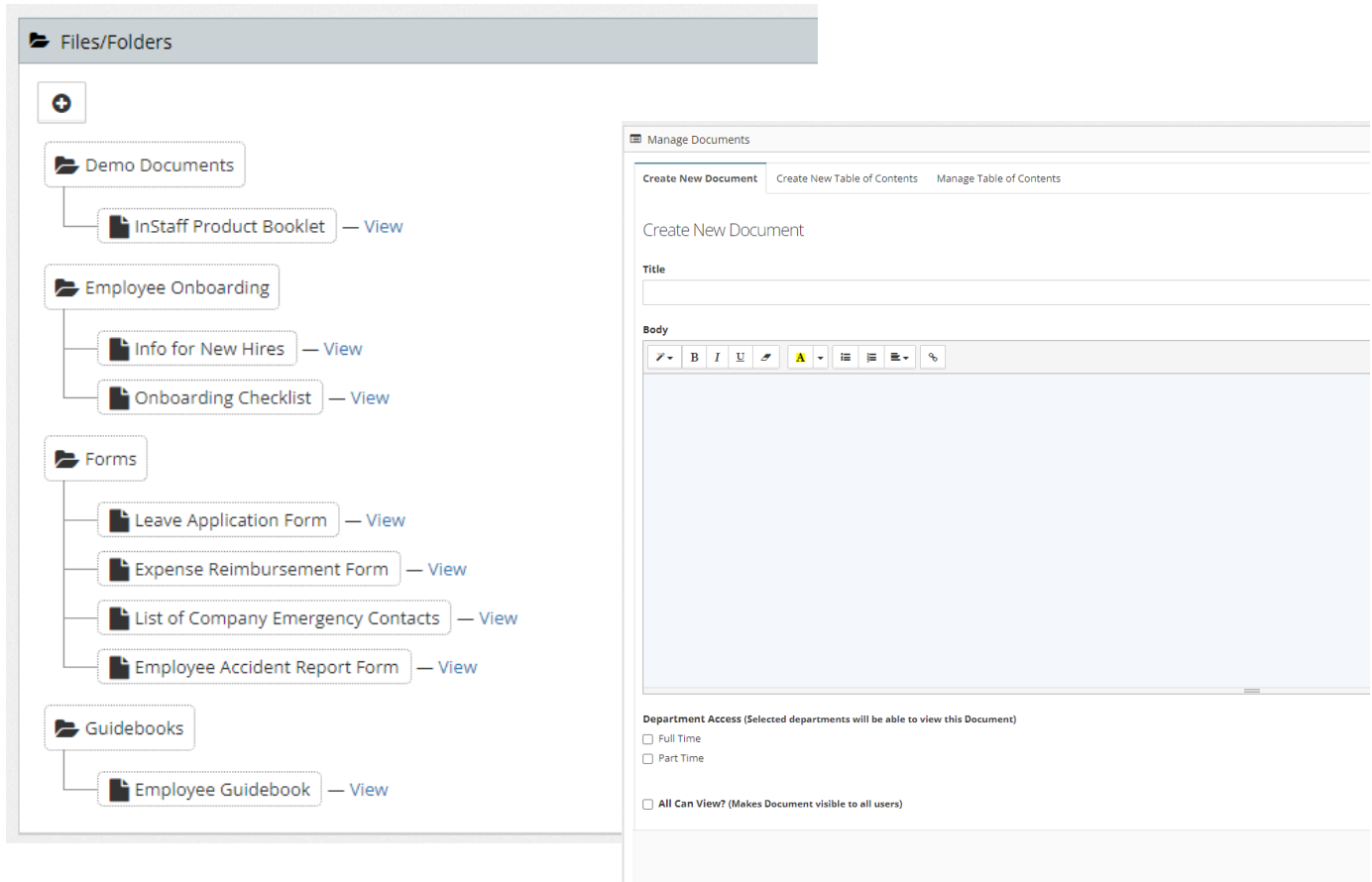


Keep a central repository of important company files.



The screenshot displays the InStaff Documents & Files interface. On the left, a 'Files/Folders' tree shows a hierarchical structure of documents. The 'Demo Documents' folder contains 'InStaff Product Booklet'. The 'Employee Onboarding' folder contains 'Info for New Hires' and 'Onboarding Checklist'. The 'Forms' folder contains 'Leave Application Form', 'Expense Reimbursement Form', 'List of Company Emergency Contacts', and 'Employee Accident Report Form'. The 'Guidebooks' folder contains 'Employee Guidebook'. Each document has a 'View' link. On the right, the 'Manage Documents' editor is open, showing a 'Create New Document' form with a 'Title' field, a 'Body' field with a rich text editor, and 'Department Access' options: 'Full Time', 'Part Time', and 'All Can View? (Makes Document visible to all users)'. The 'All Can View?' option is currently unchecked.

- Provide organized access to important company files like onboarding documents, handbooks, commonly used forms, and more in your InStaff portal for easy self-service access for employees
- Upload files or use InStaff's documents word processor to quickly create and host documents within InStaff
- Set permissions to make files viewable to specific departments as needed

Get started with your free InStaff trial today.