

Software Support

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Getting started with documents

Software Support - 2017-03-13 - in Documents

You can upload any type of file as a document and share it in your workspace. This will give your members consistent access to the most up-to-date information in a single location. It's like having a shared network folder but so much more, as your members can reach it securely from anywhere.

Kahootz offers many more features than simple file sharing:

- [Version control](#)
- [Document locking](#)
- Document preview for MS Office, PDF and text documents
- Ability to discuss the document - see [comments](#)
- Assigning and tracking tasks on the document - see [Tasks and Related Items](#)
- Special features for gathering feedback and requesting sign-off for documents - see [Document review and approval](#)

Related Pages

- [Document Review and Approval Process](#)
- [Document management](#)
- [Adding a document](#)