Company Documents

Feature

Secure, searchable, and always within reach



Epic's **Company Documents** feature provides a centralised, secure hub for storing and sharing essential files—ensuring that staff and managers have quick access to the documents they need, when they need them. Whether it's policies, contracts, ID records, or operational templates, this feature replaces scattered folders and inbox searches with a structured, permission-based system that supports compliance, clarity, and collaboration.

It's your organisation's digital filing cabinet—smart, searchable, and mobile-ready.

Staff Training Records

This feature allows administrators to manage all aspects of staff training in one place. You can create new courses, edit or copy existing ones, and assign attendees easily. Each course can include detailed information such as descriptions, dates, and related documents like certificates. Attendance tracking is streamlined—staff can log their participation, and managers can monitor progress. The system also provides a visual indicator (green icon) for completed training and generates PDF attendance reports for compliance and record-keeping. This ensures a clear overview of each employee's development journey.

Key Functions

- Document Categories & Organisation: Upload and manage documents by category—making it easy to group policies, procedures, HR records, and operational resources.
- Staff Records Integration: Attach individual documents (e.g. employment contracts, ID copies, staff photos) directly to staff profiles for secure, role-specific access.
- Permission-Based Access: Control who sees what. Documents can be restricted to authorised users only, ensuring confidentiality and compliance.
- Search & Quick Access: Find what you need fast with built-in search functionality and intuitive navigation —no more digging through folders.
- Update & Replace Files Easily: Keep documents current by uploading updated versions directly into the system—ensuring teams always work from the latest file.
- Manage Training Courses: Add, edit, copy courses; assign attendees; track training attendance and upload certificates.
- Generate Attendance Reports: Download PDF reports for individual staff members for compliance and record-keeping.
- Mobile App Enabled: Access and download documents on the go—perfect for site visits, remote teams, or urgent reference needs.