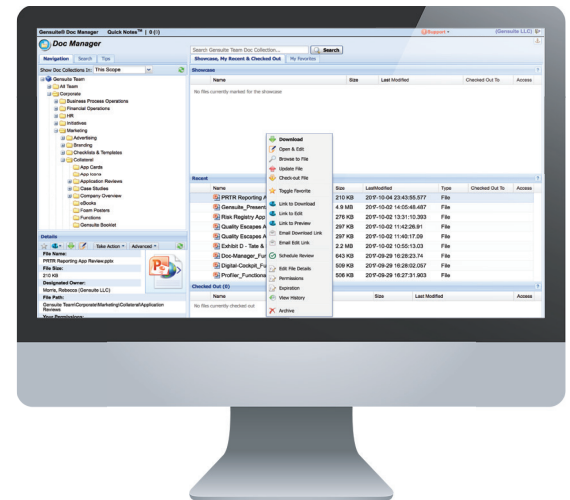


# Store, Share & Edit in Confidence with Doc Manager

**D**igitize your filing system and streamline the flow of information in your business with Benchmark ESG™ Doc Manager.

Doc Manager creates one place for teams to digitally store, share and edit documents, making collaboration easy. Benchmark ESG™ 's document management platform is quick to configure, launch and very cost-effective to integrate with current systems for EHS, Sustainability, Quality or any other function.



## DISCOVER WHAT DOC MANAGER CAN DO FOR YOU

### Take control of your content

- ▶ Digitally manage all kinds of documents (.pdf, .doc, .xls, .ppt, videos, photos, and more!)
- ▶ Collaborate seamlessly with search options to easily locate team files and document revision tracking
- ▶ Equipped with administrative controls that set user permissions, tailored to specific team member needs and responsibilities
- ▶ Intuitive interface to easily preview files, create templates and references, showcase files to be prominently displayed to all users and more
- ▶ Establish approval workflow process to set reoccurring or ad-hoc file reviews with automated email notifications to reviewers
- ▶ Bring files with you anywhere you go with Benchmark ESG | Gensuite Mobile capabilities



## Manage Your Files More Efficiently with Benchmark ESG™

Benchmark ESG™ 's Doc Manager stores over 400,000 documents at over 100 diverse industry sites.

### Conglomerate Businesses

#### EHS Focus

Sharing of document templates and references across global locations

### Mining

#### Environmental Focus

Storage and ongoing management of environmental regulatory documents  
Maintaining up-to-date document references within reoccurring obligation tasks through Benchmark ESG™  
Compliance Calendar integration

### Pharma

#### Quality Focus

Intuitive document sharing and management with revision control; key component to pharma  
Joint Commission Accreditation

## What are people saying about Doc Manager?

"Doc Manager is working great, meeting our team's needs for greater document management/ control within Benchmark ESG™. The tie-in with our organizational hierarchy and calendar tasks have improved ongoing references of the most up-to-date documents."

Visit [benchmarkdigitalesg.com](https://benchmarkdigitalesg.com) for more information



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