1. Upload/download. Can upload document to website. Can then view the document record and download it via the site.
2. User accounts. Can create and login to regular user accounts. Documents uploaded are attached to specific user accounts and can be viewed when logged in.
3. Document sharing. Docs can be shared between users with notifications sent.
4. Document activation and revision. Documents can be “Draft” or “Active” and can be revised; updating the revision number.
5. Admin accounts. Able to view, create, edit and archive user accounts.