



ORANGEHRM

# THE WORLD'S FIRST

HR App Store



*Through OrangeHRM's Policy Manager, administrators can create a company intranet with a location to upload HR Forms and Documents for employees to download.*

*Your company's HR Forms and Policy documents can be maintained in an organized manner, which makes search easier.*

*The documents are available in a centralized location, which allows employees to access them and at any time.*



*Employees can download HR Forms and documents without hassling HR staff.*

*Administrators can restrict access to certain documents, based on the user type, which will not affect the confidentiality of certain documents.*

Organize your documents in the system by creating document categories.

## Categories

Name \*

\* required field

☐ Topic

☐ Insurance/Benefits

☐ Leave

☐ Training

Manage documents in a centralized location which is accessible to employees when rights are given.

## Documents

Topic  Status  Category

<input type="checkbox"/>	Category	Topic	Published To	Status
<input type="checkbox"/>	Insurance/Benefits	<a href="#">Insurance Policy</a>	Admin, Supervisor, All Employees	Published
<input type="checkbox"/>	Leave	<a href="#">Leave Policies</a>	Admin, Supervisor, All Employees	Published

Administrators may upload HR Forms and documents such as vacation request forms, employee handbooks, leave policies & various important documents which employees could download.

## Edit Documents

Topic \*

Category \*

Description

Path: p

Publish To \* ☒ Admin ☒ Supervisor ☒ All Employees

Published Date

## Attachments

<input type="checkbox"/>	File Name	Description	Size	Type	Date Added	Added By	
<input type="checkbox"/>	ATTENDANCE AND LEAVE_POLICY (1).doc	Download leave policies	37.50 KB	application/vnd.ms-office	2012-06-28 03:38:11	Admin	<a href="#">Edit</a>

Employees may download these HR forms and other documents instantaneously.

## Published Documents

[Show Archived](#)

Category

### Insurance Policy

#### Leave Policies

Published on 2012-06-28  
Category: Leave

#### Attachments

File Name	Description
<a href="#">ATTENDANCE AND LEAVE POLICY (1).doc</a>	Download leave policies



## CONTACT US

OrangeHRM Inc.

538 Teal Plaza  
Secaucus, NJ 07094,  
USA

Phone: +1-914-458-4254

E-mail: [info@orangehrm.com](mailto:info@orangehrm.com)