



ORANGEHRM

## THE WORLD'S FIRST

HR App Store



*Add different document templates such as, employee contracts, appointment letters, employee termination letters, and export these documents from employee profiles into MS Word for printing.*

- *Does your company have documents that need to be shared across a department or a location?*
- *Are these documents confidential to the manager or owner of the task?*

*OrangeHRM document manager makes it easy to create, distribute and store documents that are confidential and/or specific to a particular function such as on-boarding a new employee, completing a performance review, or any other task.*

Create your document by selecting the document type and searching for employees using different search criteria.

Document Manager

Selection Criteria

Select Employee(s)

All

Multiple Selection

Select Department(s)

All

Multiple Selection

Select Employee Status(es)

All

Multiple Selection

From Date

To Date

Document Type

Select Document Type

Full Time Staff Contract

Export



**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)