



INFORMA
Una compañía Cesce

Documents

Documents

Informa's cloud service to store your files.

- ✓ Save Business reports and Dashboards.
- ✓ You don't need to download PDFs on your computer.
- ✓ Access to the saved files whenever you need it.
- ✓ Share them with other users of the company.
- ✓ Access directly to those contents from Dropbox.
- ✓ Include notes on the files to have permanent access to it.

Types of documents

In the Documents module you could store several types of reports that you would find across Informa's site:

- Reports on Companies
- Dashboards
- Payment Analysis.

All documents are saved in PDF format.

Those PDFs are save for an unlimited time.



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