



**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.



[www.informa.es](http://www.informa.es)

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