

## A Powerful Online Checklist for Document Collection and Compliance

View Checklist Powered By CollectDocs

Edit Checklist
 Add Items
 Request Items
 Delete Items
▼ More
Percent Complete:  60%

The Perfect Checklist

**Date Created:** 2/17/2016 **Due Date:** 1/1/2016 **Owner:** Tom Billingsly (tfbillingsly@gmail.com)

**Checklist Summary** [Edit](#)

No data has been entered.

1. Flexible ✓

A. For All Types of Documents  ✓

B. Even High Priority Documents ✗ ! ✓

C. For Data Collection  
*Numbers or Text can be collected in these data fields* ✓

D. Or for Task Completion  
*Completed by Tom Billingsly (tfbillingsly@gmail.com) at 2/17/2016 4:38 PM*  
*Comment: All Done* ✓

2. Powerful ✓

A. Let CollectDocs do the work for you ✓

**Requested User** ✕

(dwolf@mgdocs.com) sent at 02/17/2016 4:33 PM [remove](#)

Attachment Forms: [Payment Setup Form \(1\).xlsx](#)

### Features:

Upload documents and files of all types.

View the uploaded documents and files.

Send a document Request to any email address (no username or password required) and set the automated reminder.

Use the Inbox for [batch uploads](#) and [drag and drop](#) onto your checklist items. Even [email documents directly into](#) the Inbox. Inbox (0)

### Other Features:

- Reports showing missing items, who is responsible and when items are due – by checklist or globally
- Manage users and security by checklist, even limit access to a folder within a checklist
- A dashboard with progress indicators and due dates keeps you focused on important checklists
- The history of each item and the entire checklist is tracked, viewable and can be exported
- Create your own templates for fast setup of new checklists
- Email notifications to stay on top of what needs to be completed
- Set requirements for any checklist item to ensure your process is complete and verified
- Hosted in a secure SSAE 16 SOC II facility with full backup and encryption at rest

**To learn more about CollectDocs and how it can help your business, contact us today at [info@collectdocs.com](mailto:info@collectdocs.com) or visit the website and start making your process better – [www.collectdocs.com](http://www.collectdocs.com).**