# Distributing Documents via the ESS

It is possible to use the People Inc. system to distribute documents to employees via the ESS making certain that each employee does have access to a copy of essential documents such as their staff handbook.

In order to provide functionality for managing documents within People Inc. an additional screen can be added to the system and published on the Employee Self-Service module.
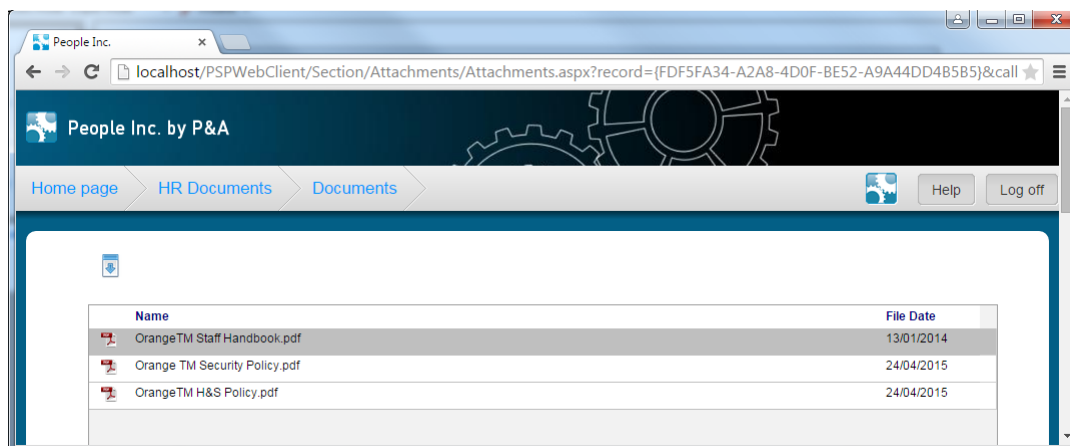
Documents screen

This new screen is very basic and allows you to add new 'folders' to attach documents and then share with users on the ESS. Below is an example of some Category's that might be used.

Documents Screen
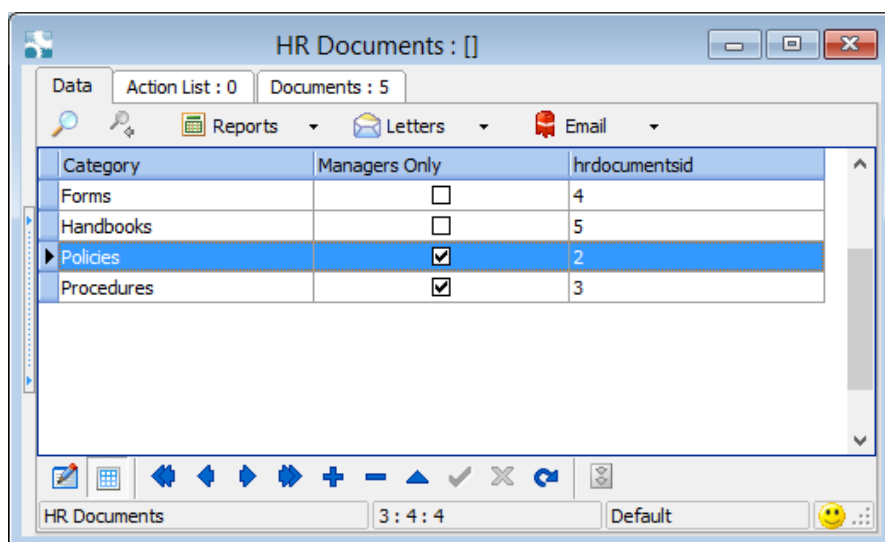
And here is an example of what an employee would see when looking at the attached documents for a Category.

Employees View on the ESS

Customisation

Custom versions of the Documents screen can be developed if required, for example documents could be made available based upon an employee's current job, department, or location. You could also set up additional screens that record whether or not the employee has read and understood the documentation.

Implementation

If you would like to know more, arrange a demonstration, or simply add this to your system please contact P&A Software on 01908 265111 (or via e-mail on enquiries@pasoftware.co.uk).