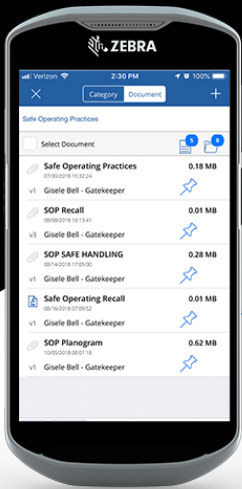




# Q-Docs™

## Secure and Centralised Document Storage

Create, store and manage all the documentation used by your teams with Q-Docs. From their mobile devices, managers and staff can search, access and edit up-to-date, version-controlled documents directly from one interface, without switching systems or searching through third-party applications.



Q-Docs makes it simple to create new documentation and define document workflows, permissions and expiration dates.

### Robust Version and Access Control:

Easily assign permissions based on hierarchy, location and role. Assign approvers and reviewers and set them up with automatic edit notifications so that they know immediately when a document has been modified. Pin most-used documents for quick access and navigate in fewer clicks on the modern UI.

### Categorise and Tag Documents:

Customise categories and sub-categories by subject, type, hierarchy, permissions, reviewers and more. Ensure that everyone can easily access documents that are relevant for their role—and that no one accidentally edits or deletes the wrong document with permissions.



## Everything You Need, All in One Place

Ensure that front-line staff always have real-time access to the most up-to-date documentation, without having to search through multiple systems and archives.



**Keep all documentation in one place including SOPs, training, compliance and regulation documents**



**Link documents to tasks or messages in the Reflexis suite**



**Access from your mobile device or computer**

## Empower Employees, Engage Customers

**Eliminate barriers that slow down customer engagement and create a better customer experience and happier employees**



Use Q-Docs on a mobile device to access documents at any time and place within the store



Clarify work and answer questions without having to track down a manager



Streamline execution when you have the most up-to-date information right at your fingertips



Free up time to focus on customers and higher-value tasks

## Streamline Daily Workflows—with Q-Docs

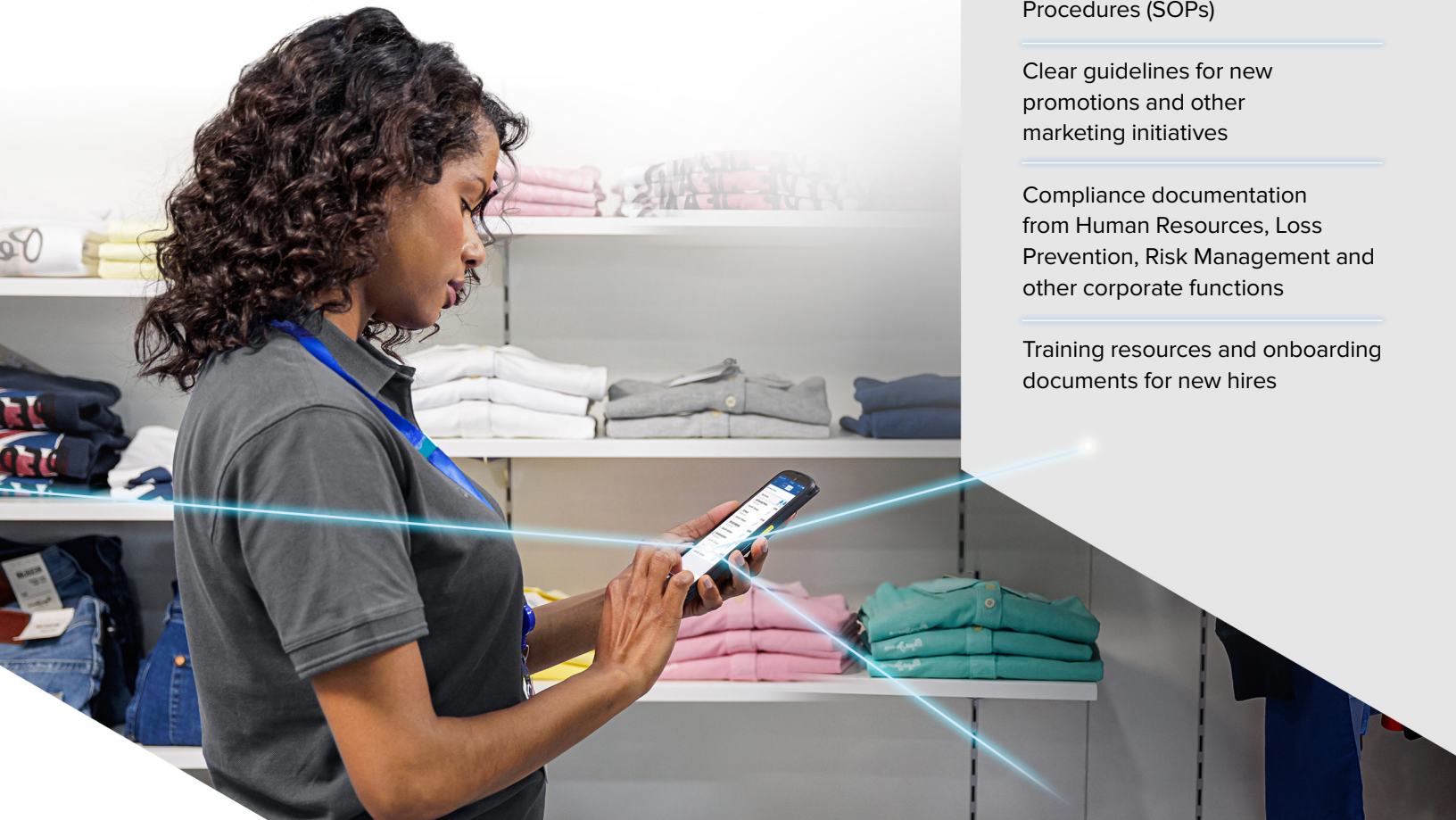
**Simplify daily scenarios for on-site staff with easy access to a range of corporate documents.**

Centralised documentation for Standard Operating Procedures (SOPs)

Clear guidelines for new promotions and other marketing initiatives

Compliance documentation from Human Resources, Loss Prevention, Risk Management and other corporate functions

Training resources and onboarding documents for new hires



**To learn more about how Zebra can help your business simplify operations, improve communications and optimise labour decisions, contact us today.**



**NA and Corporate Headquarters**  
+1 800 423 0442  
[inquiry4@zebra.com](mailto:inquiry4@zebra.com)

**Asia-Pacific Headquarters**  
+65 6858 0722  
[contact.apac@zebra.com](mailto:contact.apac@zebra.com)

**EMEA Headquarters**  
[zebra.com/locations](mailto:zebra.com/locations)  
[contact.emea@zebra.com](mailto:contact.emea@zebra.com)

**Latin America Headquarters**  
[zebra.com/locations](mailto:zebra.com/locations)  
[la.contactme@zebra.com](mailto:la.contactme@zebra.com)

ZEBRA and the stylised Zebra head are trademarks of Zebra Technologies Corp., registered in many jurisdictions worldwide. All other trademarks are the property of their respective owners. ©2022 Zebra Technologies Corp. and/or its affiliates. 09/08/22