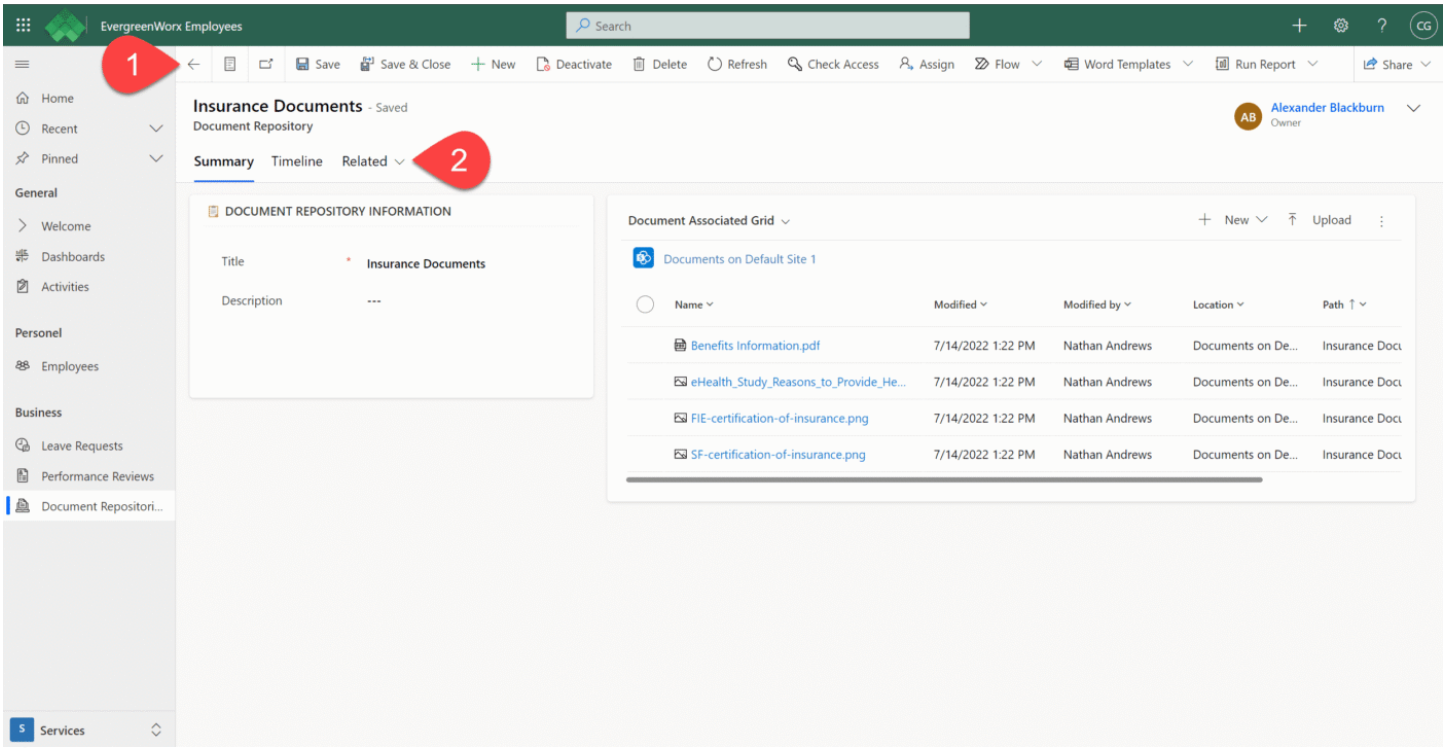
# Document Repositories

Employees · https://evergreenworx.com/docs/document-repositories/

The Document Repository record form stores key information about a grouping of HR company documents, along with copies of the documents themselves.




1 In the ribbon, available actions are displayed for the current Document Repository record, such as deactivating the record, deleting the record, or running a report. The actions available depend on your security role and permissions.

2 Record forms have tabs that allow the user to move between different data elements of the record. On the Document Repository record, you'll see the following tabs:

- **Summary** – Provides information about the document repository (folder), such as title and description. The tab also provides a list of documents that have been added to the repository, and additional documents can be uploaded as needed.
- **Timeline** - Stores historical notes and activities against the record. For more information, see Timeline | EvergreenWorx.

- **Related** – Other related items, such as Record Audit History.