



**Jetdocs**

[\*\*Learn More\*\*](#)

## **Get Up to Speed with Jetdocs**

- **Why are internal requests so hard?**
- **How do employees spend their time?**
- **How does Jetdocs work?**
- **Highlighting features**
- **Implementing across your org**

# How do your employees communicate across departments?

Jetdocs is the fastest and easiest way to collect and submit internal requests for files, feedback and updates.

## Why are internal requests, tickets and approvals so hard?

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- Multiple employees are involved
- Human nature = multiple follow-ups
- Spreadsheets to input information
- Multiple unorganized forms
- Long email chains
- Remote/hybrid work
- Endless meetings
- Sharing information is difficult

Try it on



Demo & Onboarding

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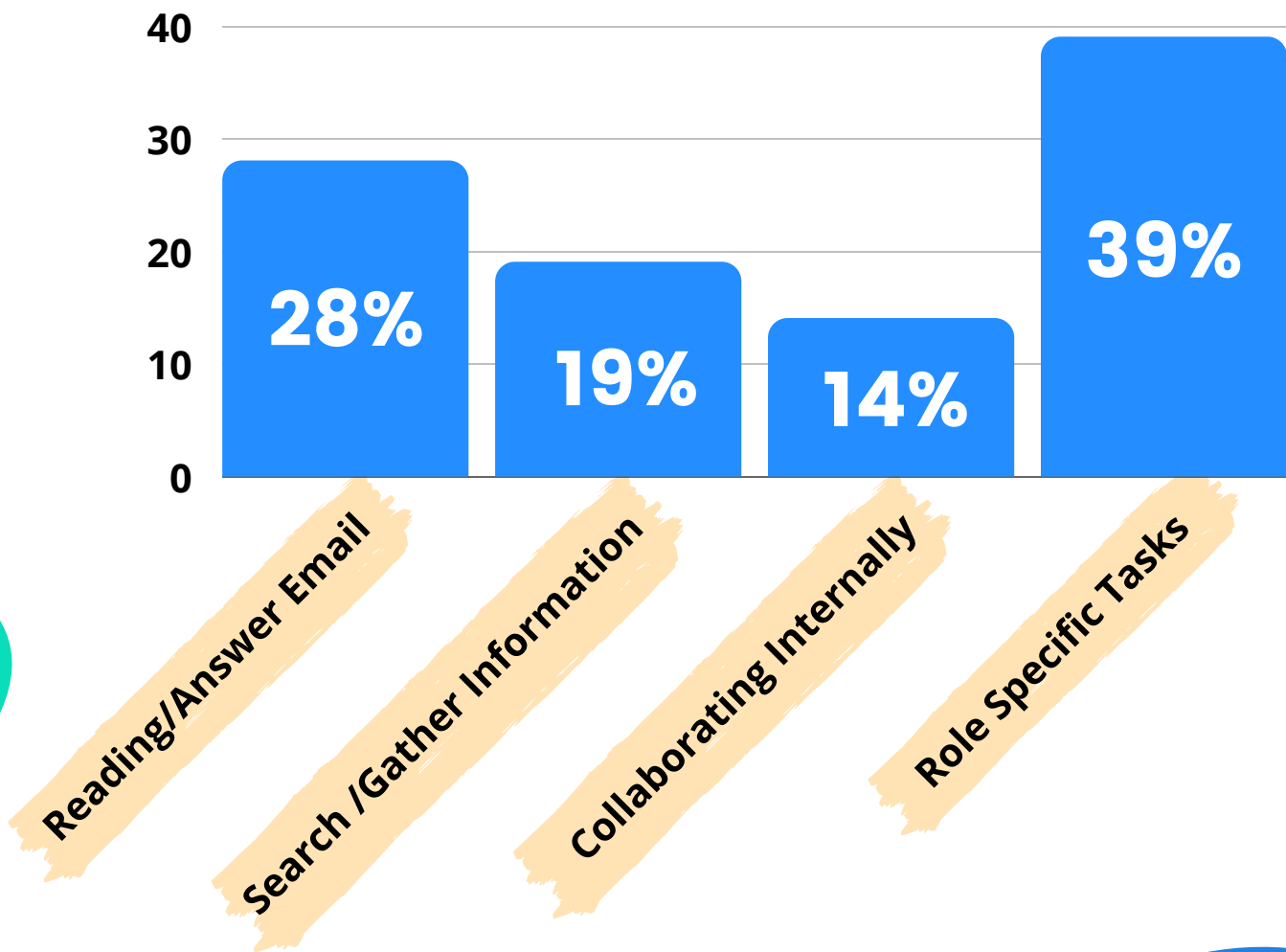
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# How employees spend their time (% of workweek)

Employees spend ~1/5 of their week searching for and requesting information. As your company scales, employees are bogged down by spreadsheets, forms, long email chains and too many meetings.



Source: International Data Corporation (IDC); McKinsey Global Institute



Demo & Onboarding

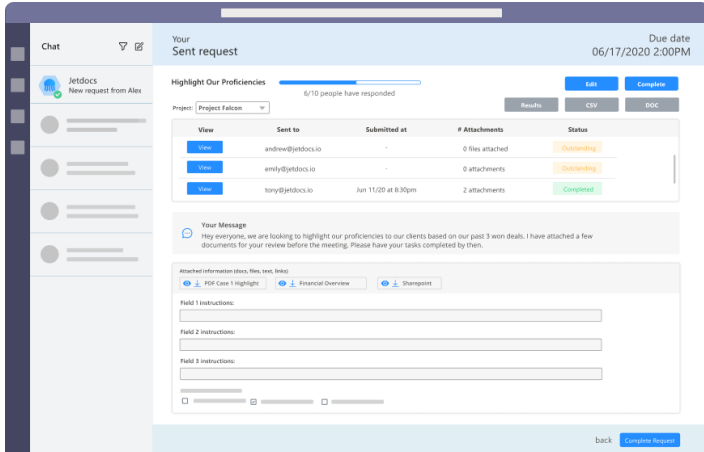
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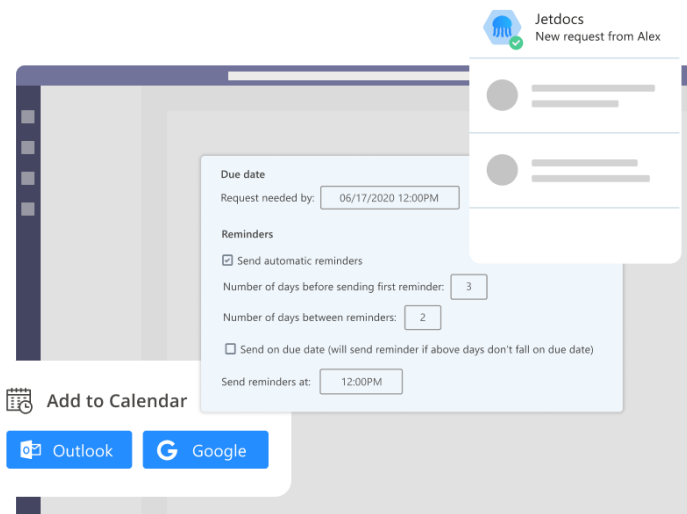


# How does it work?



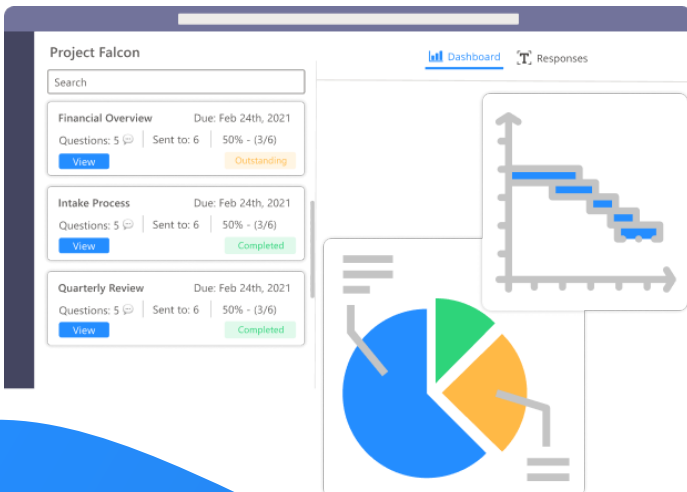
**Quickly send and track requests to anyone**

Feedback, documents, updates, agendas, intake forms...  
Whatever request you have, Jetdocs can do it quicker.



**Feature rich to make your life easy**

Keep track of completed, outstanding and incoming requests with your dashboards.



**View the status of your requests & export**

When you're ready, export your info into existing workflows for quick comparison and data manipulation

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# Jetdocs Feature Set

- Auto follow-ups
- Tab application
- Bot application
- Add to calendar
- Group requests
- Due Dates
- SSO
- Stylized emails
- Status dashboards

## Common roles of Jetdocs users

- Client Relations Manager
- Business Development Director
- Executive Assistant
- Administrative Assistant
- HR Manager
- Intake Auditors
- Financial Auditor
- IT Manager
- Program Managers

Automotive  
 Banking & Capital Markets  
 Consumer Goods  
 Defense & Intelligence  
 Education  
 Energy  
 Finance  
 Government  
 Health  
 Insurance  
 Law  
 Manufacturing  
 Marketing & Media  
 Retail  
 Telecommunications

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## Jetdocs Users

### Internal requests made easy

Say good-bye to manual follow-ups, long email chains, frequent meetings and "I'll circle back" emails. Easy to use, right out of the box.

## IT & Admin

### Supercharge your Microsoft Teams environment

Easy setup, SSO & streamlined billing all within Microsoft Teams. Forget building your own workflows, Jetdocs does it for you.

## Financial Buyer

### The right information to the right people

Keeping your company in sync as you scale is a challenging endeavor. Reduce productivity waste and build with Jetdocs.

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