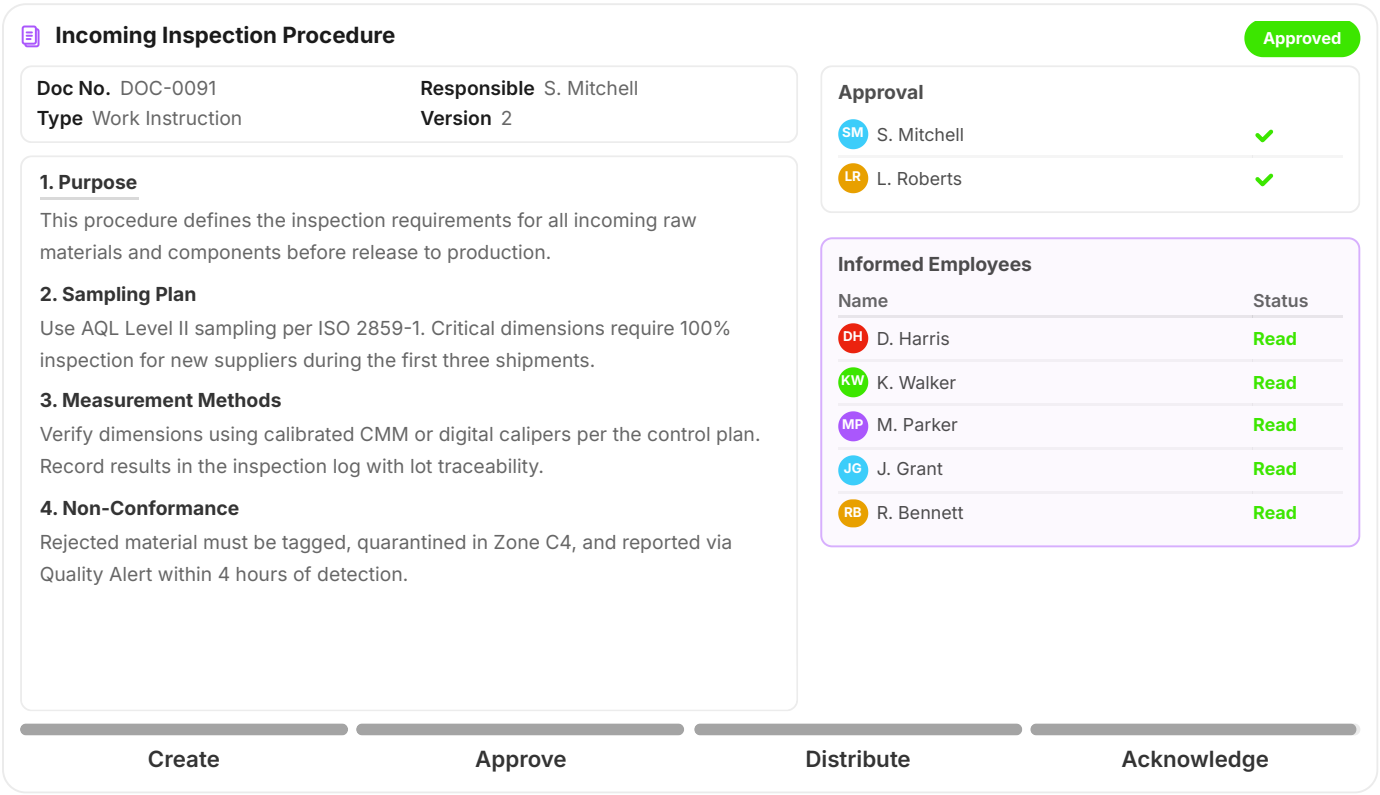
One source of truth for every document.

Version control, approval workflows, automatic distribution. Everyone works from the current version. Outdated copies disappear.



Wrong document, wrong version

The operator followed the work instruction taped to the machine. It was two revisions old. During the audit, three different versions surfaced from three different locations. The finding wrote itself: document control failure.

Now one version rules

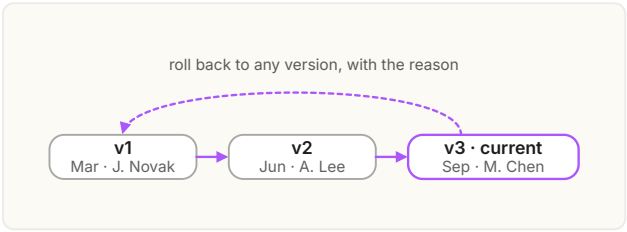
TeamGuru creates a single controlled repository where every document has version history, approval workflows, and automatic distribution. When a procedure changes, the new version is pushed to everyone who needs it. Read receipts confirm they have seen it.

- **Full version control history**
- **Approval workflows enforced**
- **Automatic distribution on update**
- **Read-receipt confirmation**

What you get

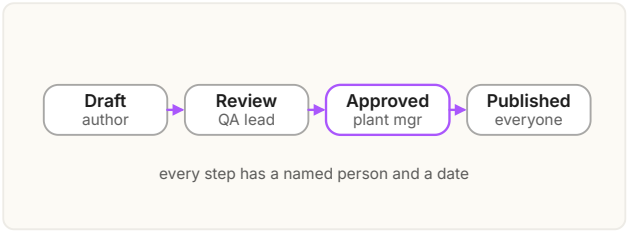
Version control

Every document change is versioned. You can see who changed what, when, and why. Roll back to any previous version if needed.



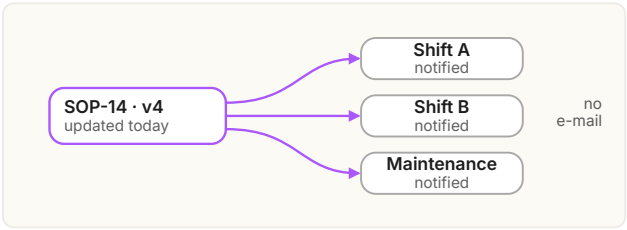
Approval workflows

Documents go through a defined review and approval cycle before publication. Draft, review, approve, publish. Each step has designated responsible people.



Automatic distribution

When a document is updated, affected users are notified automatically. No more emailing attachments or hoping people check the shared drive.



Read-receipt tracking

Confirm that the people who need to see a document have actually read it. Useful for compliance, training, and procedure changes.



Try it with your own documents.
Ask for a demo and a free 14-day trial.

www.teamguru.com