

# Whale's Top Features

Whale is the knowledge and training platform that helps you centralize your processes, SOP's, policies and tribal knowledge so you can onboard and train your team faster.

## Capture and centralize all your company knowledge

### **Boards, Libraries & Playbooks**

Organize everything in one place and sort content by teams, topics and type

### **Editor**

Simple yet powerful editor that helps your create easy to digest content

### **Google & Onedrive**

Connect existing content and create a central source of truth

### **Templates**

Draw inspiration on more than 75+ templates and roll out new SOPs and policies in minutes

### **Web Extension**

Capture knowledge from anywhere on the web and easily bring it into Whale

### **Video & Screen Recorder**

Embed video or record your screen and create engaging step-by-step video tutorials

### **Gif & Image Library**

Pick from thousands of gif's and images to add some extra "oomph" to your content

## Share the knowledge your team needs, when and where they need it

### **Easy Browse**

Explore and find new nuggets of information that help you get the job done

### **Unified Search**

Easily find the content you need with Whale's quick and advanced search

### **Assignments**

Send assignments with due dates to make sure everyone is up-to-speed with the latest updates

### **Flows**

Share relevant training content in an automated way

### **Suggestions**

Embed suggestions in the workflows of your team with Whale's web extension

### **QR Code**

Generate and print QR codes to reach your team on any device on your workflow

### **Print**

Print your SOPs for easy offline access

### **Badges**

Create and reward your team with custom badges

## Manage your knowledge in one central source of truth that's always up-to-date

### **Expert Reviews**

Engage your subject Matter Experts to keep all of your content up-to-date

### **Tag Manager**

Create shortcuts to specific content with tags and help your team find information even quicker

### **Single Sign On**

Make it easy for your employees to login with our Single Sign On option.

### **Version history**

Remain in control of all your versions and compare change

### **Card Templates**

Help your team keep a consistent structure and formatting across your content

### **Reporting**

Track who is and who isn't completing their assignments on time

### **User management and Groups**

Set specific permissions per user and segment your employees in smart groups

### **Zapier**

Connect with over 1,000+ apps you use every day to help you build even more processes and automation