Documenting Performance Outcomes

You are the Events Co-ordinator and Manager of **Quality Hospitality Adelaide**. You currently manage the team in Adelaide, maintaing **Quality Hospitality** standards and achieve other agreed objectives. You are also responsible for purchasing, maintaining the restaurant, rostering and managing all events.

As you collect and store files needed to document the company's performance outcomes, you realise that the record management system used by **Quality Hospitality** is outdated and can use an overhaul.

Quality Hospitality currently stores their files in a hard drive, which is passed around to authorised personnel when needed. Cloud-based systems are more reliable to use than the current system, which uses a hard drive to save and share important files.

You have read about cloud-based storage options from this article:
https://www.techradar.com/au/news/the-best-cloud-storage
"Best cloud storage of 2018: Free, paid and business options" by Nate Drake

The first two options look like the best options and are the most common systems you have seen being used. Develop two (2) storage folders for cloud-based systems, one for each of the first two (2) options in the link above. They must be named **Quality Hospitality Catering Documents Storage** and **Quality Hospitality Restaurant and Events Documents Storage**, for both Dropbox and Google Drive. You may use your own email address to create the folders.