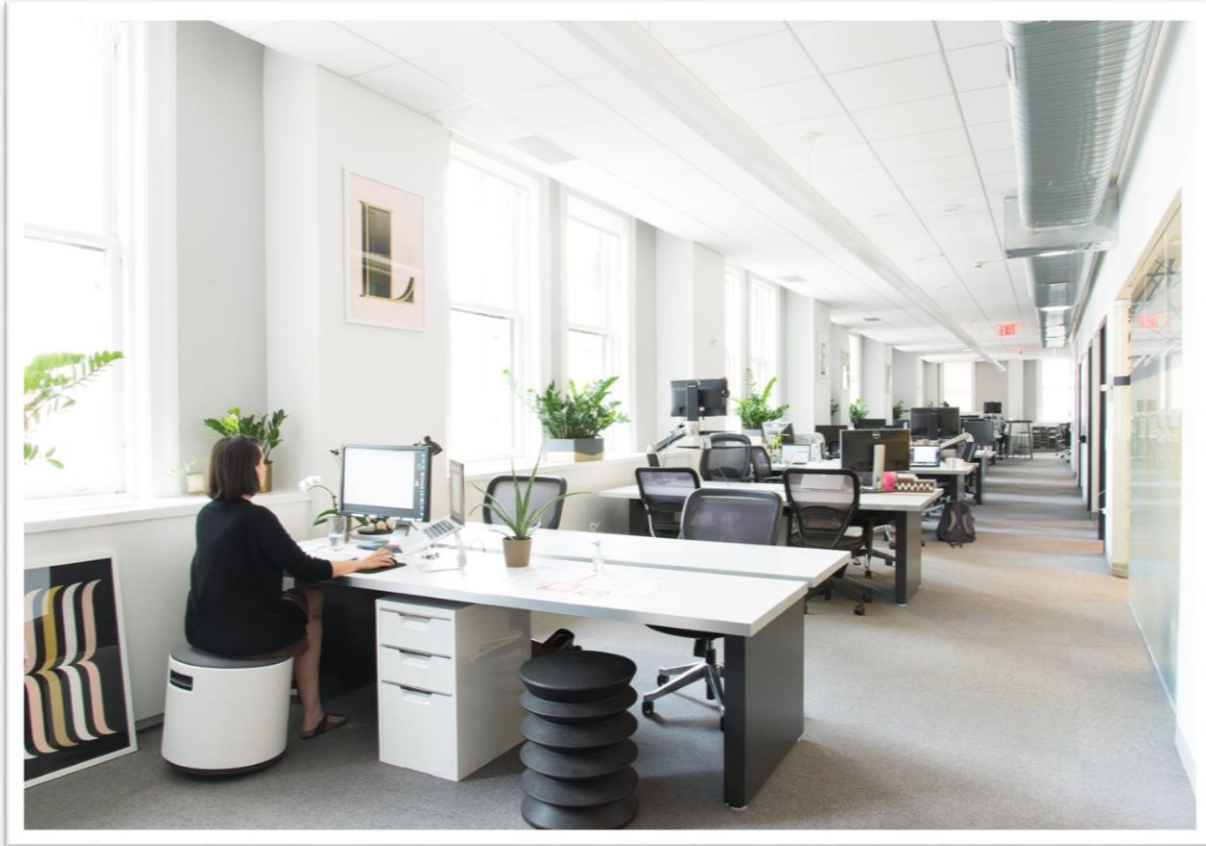# Reliable Document Management Solution

Transform your Workplace into a Paperless Enterprise

ShareDocs
Enterpriser

What is ShareDocs Enterpriser?

- ShareDocs Enterpriser is a smart document management solution to organize official documents and facilitate easy retrieval.

- ShareDocs Enterpriser is an OS and device-independent secure document management solution that can run on any web browser.

ShareDocs
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ShareDocs Enterpriser – Basic Advantages

Secure Documents

Capture, index and process documents all in one place

Reduce Paper Usage

Cut down on paper. Digitize paperwork.

Stop printing documents. Start sharing them with reliable online workflows

Enhance Team Productivity

Reduce your team's time spent on locating documents

Increase your team's productivity with a workflow management system

Streamline Processes

Organize every document-related process

Bring everyone on a single platform

Eliminate deviations

Manage Disasters

Save important documents from disasters like fire, flood or other natural calamities

ShareDocs Enterprise

ShareDocs Enterpriser: Best Features

Search a document by its name, data entry or content. Built-in Elasticsearch and basic OCR engine enables you to do a full text search
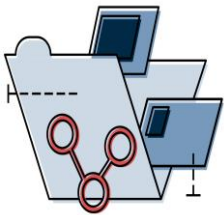
Robust Search

User login with password. Role-based access and rights. Controlled access for folders, document sets, workflows and metadata
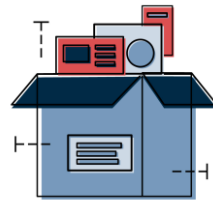
Secure Access

Get statistical information about document upload, indexing, workflow status and all document-related activities on the dashboard.
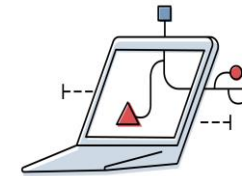
Graphical Dashboards

E-mail a document as an attachment to a DMS User or external recipient or share a time-bound encrypted link for document access

Easy Sharing

Upload a bulk of documents in one go, upload documents with the easy drag and drop utility. Auto-encrypt documents to prevent unauthorized access
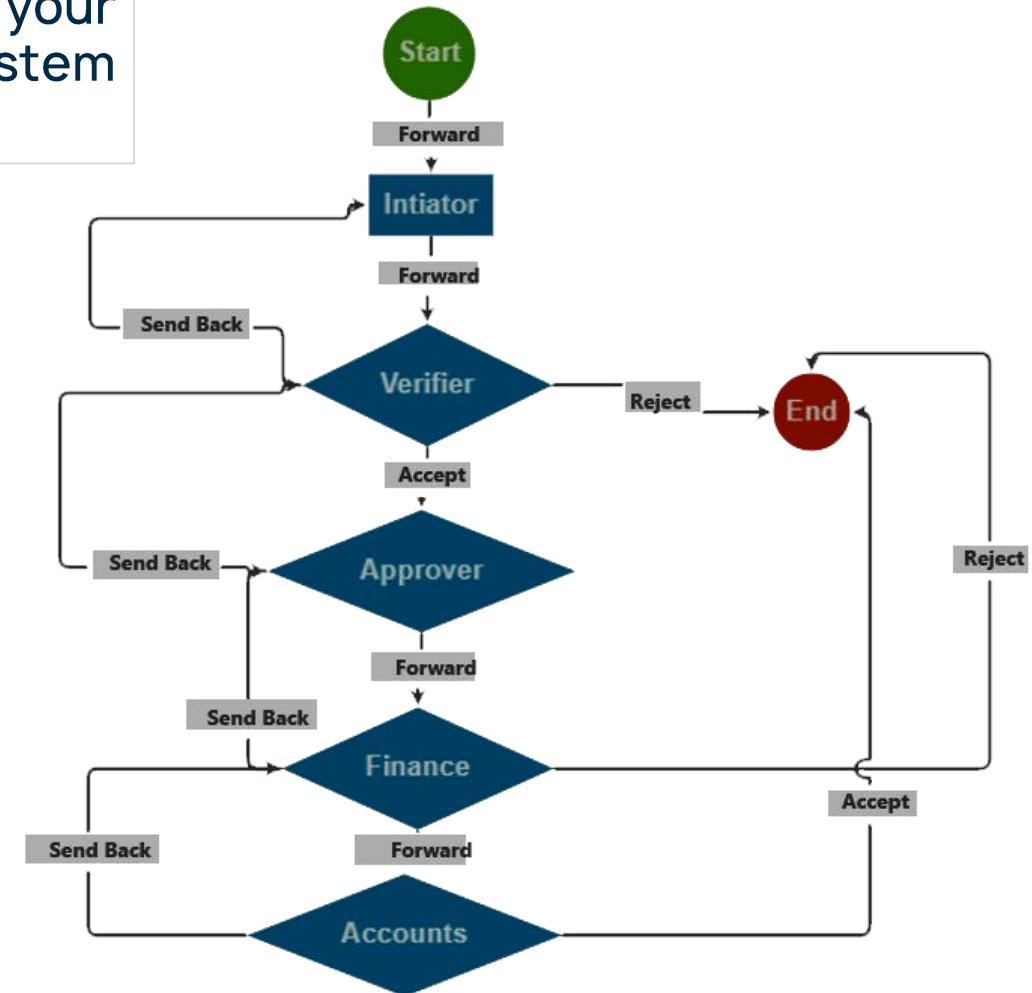
Encrypted Storage

Formulate workflows as per specific requirements. Automate alerts, email triggers. Make provision for escalations and deviations to streamline processes

Advanced Workflows

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Workflows in ShareDocs Enterpriser

Setting up Workflow in ShareDocs Enterpriser is completely "your business-specific". All you need to do is define your plan. This 100% customizable workflow management system makes provision for:

✓ Document upload

✓ Document approval

✓ Predefining steps in the workflow

✓ Mapping users to each step in the workflow

✓ Scenario-based user roles

✓ Hierarchy-wise rights management

✓ Deviations

✓ Escalation Matrix

✓ Final Workflow Document Generation

✓ Document Storage

Start

Forward

Intiator

Forward

Send Back

Verifier — Reject → **End**

Accept

Send Back

Approver

Forward

Send Back

Finance

Send Back | Forward

Accounts

Reject

Accept

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Document indexing is the backbone of any DMS's document retrieval system. Indexing includes document categorization and data entry. Document categorization (metadata) helps to spot a specific type of documents while data entry takes a user to the exact document. In case of a handful of documents or cases where just a few documents are uploaded intermittently, indexing can be done manually. However, in the case of a huge bulk of document, this activity requires automation. ShareDocs Enterpriser is meant for both. It lets you:

- ✓ Create unlimited metadata or document categories.

- ✓ Add indexing fields as per your retrieval method.

- ✓ If document naming convention has been set, the same naming convention can be configured in the solution.

- ✓ The solution then automatically identifies documents by their categories.

- ✓ The same document naming convention can be used to insert values in indexing fields automatically.

- ✓ You can also link indexing fields to master data and fetch data entry automatically

- ✓ You can import data entry from a spreadsheet or csv file, into the DMS and solution will auto link documents with data entry

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Document Sets in ShareDocs Enterpriser

Setting up virtual folders or document sets in ShareDocs Enterpriser is easy. The solution auto-links multiple documents to one record and shows them as a set/file. Although the physical location on the DMS may be different, documents can be viewed together at one go.

✓ Create document sets manually or import bulk data from csv file.

✓ System will automatically link documents from multiple metadata to the master record

✓ Download entire the document set with a single click

✓ Generate a report of documents missing from the set

✓ Restrict user access for document sets

Master Employee Records

- Employee CVs
- Background Verification
- Residential Proofs
- Pre-joining Medical
- Interview Assessment Forms
- Transfer Letters
- Increment Letters

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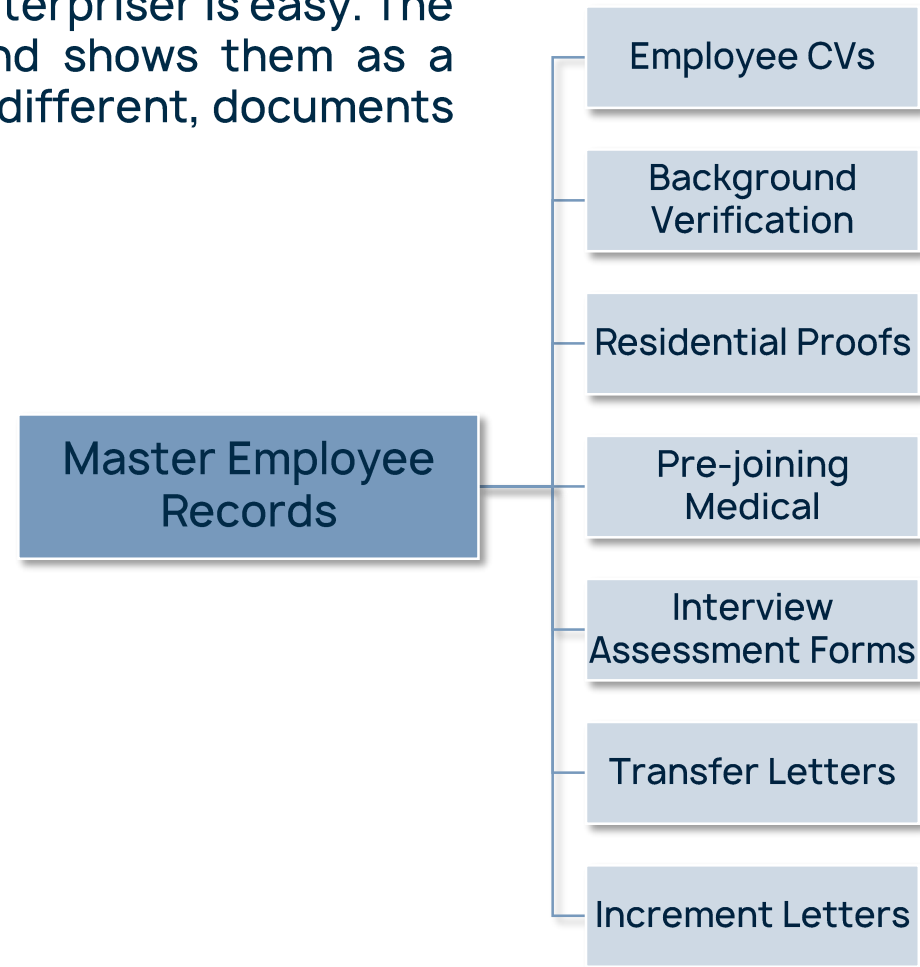
Additional Features

Folder Hierarchy Creation	Import of Bulk Data Entry	Unlimited Metadata Creation	Page-Level Document Tagging	Document Encryption
LDAP Integration	Version Control	Notes and Keywords	Audit Trail	Search with Multiple Filters
Global Fields	Inserting Watermarks	Document Annotations	Folder Subscription	Notification Alerts or Reminders
Document sharing	Drag and Drop Documents	Share Document Links	Full Text Search	Auto Document Indexing

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Methods of Implementation

In-Premise

- Take full control of your document management system. Install ShareDocs Enterpriser in your company premises. Run the application server, database server and the storage server with your IT infrastructure.

Cloud

- Host the DMS on the cloud as a SaaS model. Save cost on infrastructure, maintenance, backups, upgrades and deployment. Get going immediately to experience the ease of document storage, access, sharing and security.

Hybrid

- Make the best of both the worlds. Keep your documents on your cloud or our cloud server and run the application in-premises. Ensure the DMS is accessed within premises while the data is stored on cloud so that you save internal server space while keeping documents secure.

ShareDocs Enterpriser

Versions of ShareDocs Enterpriser

Feature Type	Features	Description
Security & Access	Web Access	Browser-based application that can be accessed 24x7 from anywhere
	Security & Authorization	User-level login with password & role-based document access and activity. Administrator can authorize users to create folders and new metadata
	Multi-Tier Access Control	Administrator can set multi-tier access control at folder, document and metadata level
	Document Encryption	Secured with AES 256-bit encryption for each document uploaded. Documents cannot be decrypted and viewed unless access by authorized users.
Storage and Upload	Bulk Upload	Upload a bulk of documents in one go / Upload documents with the easy drag and drop utility
	Raw Storage	Upload documents without metadata
Document Sharing	Mail	E-mail a document as an attachment or a link to DMS User or external recipient
Document Search	Full Text Search	Search a document by its name, data entry or content. Built-in Elasticsearch and basic OCR engine enables you to do a full text search
	Query Builder for Search	Features a query builder to search for a single or multiple documents by setting filters on the search query
	Tagging/bookmarks	Add bookmarks to pages within a document or tag sections within a document
Document Retrieval	Universal File Viewer	Features a universal file viewer that is compatible with 18+ file types including PDF, TIFF, MS-Word, MS-Excel, PPT and JPEG
	Note & Remarks	Add notes or remarks to document for easy retrieval
	Manual Linking	Link multiple files to one another for reference
	Thumbnails	View thumbnails of documents for a preview
	Favourite Documents	Mark documents as 'Favourite' and retrieve them regularly with ease
Document Control	Document Indexing	Create unlimited metadata for categorizing documents
Compliance	Alerts	Set alerts for specific activities performed on the DMS like folder creation. Also set alerts for workflow processes and important user activities
Compliance	Audit Trail	Built-in audit trail to track every activity performed on the DMS. Filter activities and generate reports for every activity conducted.

License Type	Per Concurrent User	Training / Installation / Implementation
Perpetual	25000	50000
Cloud - SaaS - Per Month	1500	20000

Standard

Ideal for basic use, the standard version is super good for basic document management and a smaller setup. It is the perfect start to document management.

cloud & in-premise

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Versions of ShareDocs Enterpriser

This version comes with all features of Standard Version and the features mentioned below

Feature Type	Features	Description
Document Retrieval and View	Virtual Folders/Document Sets	Create unlimited virtual folders or "Document Sets" to auto-link multiple documents to one record. Auto-link documents belonging to multiple metadata, stored in varied folders and attach them to a document set
Document Control	Version Control	Update versions of a document on the DMS and get access to all versions of the document.
	Annotations & Redaction	Annotate parts of a document or add stamps & signature over sections of a document. Redact a portion to hide it from other users' view
	Workflows	Design requirement-specific electronic workflows on the DMS. Run multiple approval processes directly on the DMS to ensure important documents are approved by seniors before they are uploaded on the DMS
	Document Lifecycle	Keep an eye on the entire lifecycle of a document. Also define the timeline for archival/permanent deletion of documents.
	Folder Creation for Users	Allow user groups to create their folder structure as per their usage and method of organisation
Compliance	Missing Documents	Get a report of all documents missing from the system or awaiting upload
	Folder Subscription	Subscribe to folders and get notifications for every activity performed in the folder
	Reminders	Set reminders for documents and send email notifications to concerned users
Automation	Auto-Data Entry Import	Import data entry from another system or data master and sync with the documents uploaded on the system

License Type	Per Concurrent User	Training / Installation / Implementation
Perpetual	30000	50000
Cloud - SaaS - Per Month	1800	20000

Office

Perfect for bringing document management and workflow management on one platform, Our office version brings documents, approvals and exciting features on board!
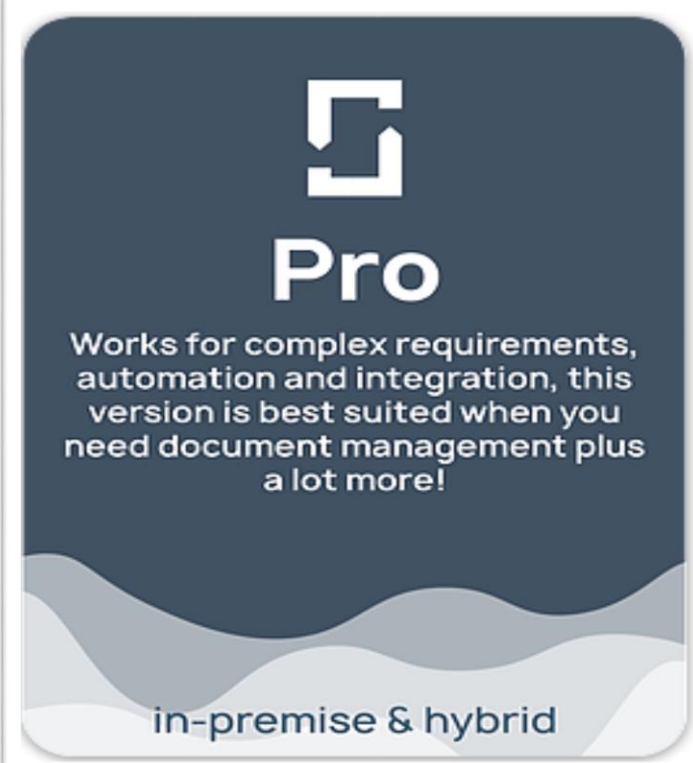
cloud & in-premise

ShareDocs
Enterprise

Versions of ShareDocs Enterpriser

This version comes with all features of standard version, Office Version and the features mentioned below

License Type	Per Concurrent User	Training / Installation / Implementation
Perpetual	35000	60000
Cloud - SaaS - Per Month	NA	NA

Integration	AD Authentication	Built-in LDAP integration for AD authentication
	Automated Upload	Auto-upload documents from their physical location to the DMS
	* Self Service Portals	Configure a self service portal for non-DMS users to upload documents onto the DMS (Available with additional charges)
	API Integration	Share API keys with the DMS and integrate with existing ERP systems

Pro

Works for complex requirements, automation and integration, this version is best suited when you need document management plus a lot more!

in-premise & hybrid

ShareDocs
Enterprise

Frequently Asked questions

1 Where do documents get saved?

- All documents uploaded on the DMS are stored either on a local server or a cloud server, depending on the type of implementation.

2 What is metadata?

- Metadata in DMS refers to document categorization and indexing. Categorization helps to retrieve documents by their type while indexing helps to retrieve documents by data entry.

3 How does ShareDocs Enterpriser perform a full text search?

- ShareDocs Enterpriser has been integrated with Elasticsearch that helps the DMS to read and index the content of documient, irrespective of the format of the content (text as well as images)

4 What type of documents can I upload in ShareDocs Enterpriser?

- ShareDocs Enterpriser is compatible with 22+ file formats including MS-Word, MS-Excel, MS-PowerPoint, PDF files, and JPEG files. It has a built-in Universal File Viewer that enables you to view a document in the browser, without installing any proprietary software.

5 What security does ShareDocs Enterpriser offer?

- Every document uploaded onto the DMS gets encrypted and can be decrypted only when accessed by authorized users. Access can also be restricted at the folder level and based on metadata.

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Thank You

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