Reliable Document Management Solution
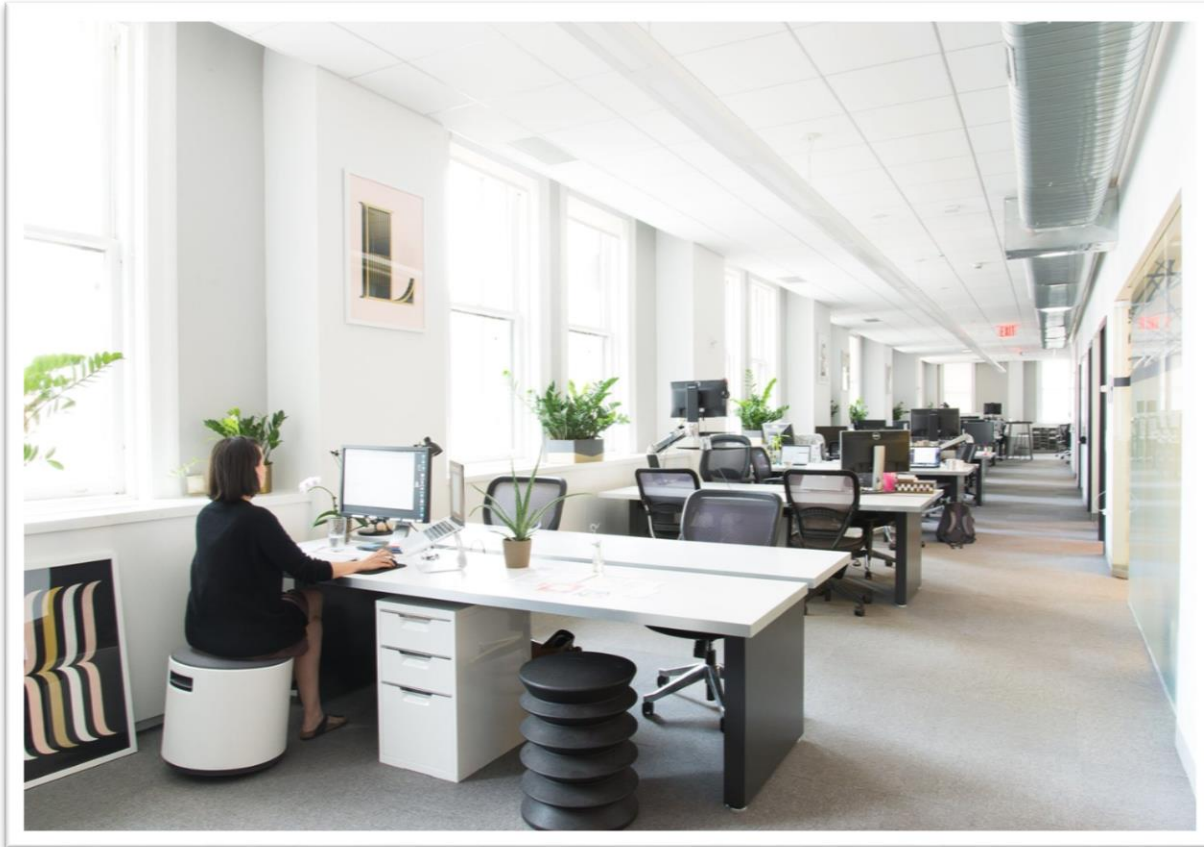
Transform your Workplace into a Paperless Enterprise

ShareDocs
Enterpriser

Your current challenges...

Document Control & Security is at Stake

- No track of how many copies of a single document is floating in the organization
- No control over physical documents' access
- High chance of misuse of confidential information

Vital information is difficult to retrieve

- Vital information is mostly available in the physical form
- When required, this information needs to be retrieved after scavenging through a pile of documents

Recurring losses due to misplaced documents

- Heavy losses incurred due to misplaced legacy documents
- Add-on expenses to store physical documents in favorable conditions for longevity

Decisions are not process driven

- Lack of streamlining in processes leading to pitfalls and gaps in operations
- Multiple approval channels resulting in messy paperwork

Absence of Business Continuity Plan

- BCP not yet formulated or not yet implemented
- No plan for document-related exigencies
- No disaster management plan in place to safeguard important documents

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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.
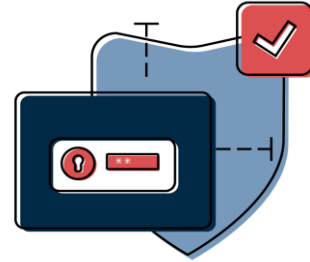
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ShareDocs Enterpriser: Best Features
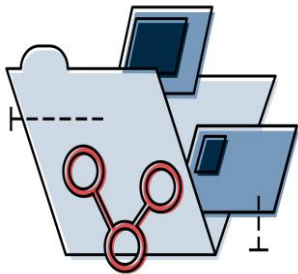
Robust Search

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

Secured Access

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

Easy Sharing

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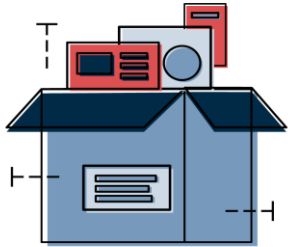
Graphical Dashboards

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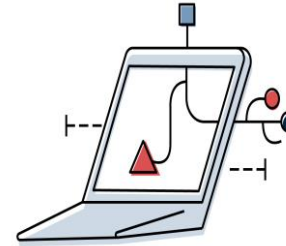
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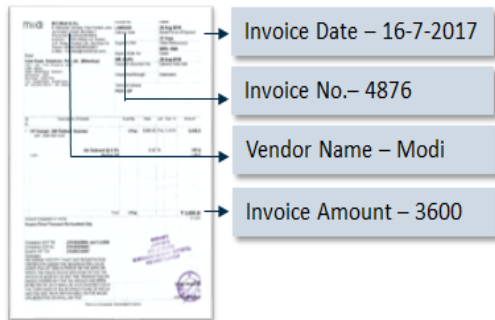
Encrypted Storage

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

Advanced Workflows

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

Document Indexing

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.

Document Sets

The solution auto-links multiple documents to one record and shows them as a single set or file. Although the physical location on the DMS may be different, documents can be viewed together at one go.

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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	Document Version Control	Notes and Keywords	Detailed 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

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

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

- Store your documents on a cloud server and run the application in-premises. Ensure the DMS is accessed within premises while the data is stored on cloud. Save internal server space while keeping documents secure.

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Versions of ShareDocs Enterpriser

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

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

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

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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 document, 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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