



Searching and interface

Amazon-style search features, including instant search suggestions and simple search filtering, speed the retrieval of relevant content.

Smart folders facilitate content discovery by grouping files based on what they are, rather than where they're stored. Mobile access and integration with productivity applications, ensure you can work from anywhere using familiar devices and interfaces.

Permissions and rules

Multiple layers of access permissions—for sites, folders and files—control who can view, modify and delete documents.

Folder rules trigger automated actions for repetitive tasks, freeing people to focus on more important activities. History log for all users and content is available for review.

Security

Enterprise-grade security controls, along with integrated records management capabilities, protect valuable business content at every stage of its life.

Document versioning, including full roll-back functionality, simplifies document tracking and protects file integrity. Simple, automated records management strengthens and demonstrates compliance with information governance policies for the entire document life-cycle.

Storage

Storage starts at under 1 GB and can be expanded to over 5 TBs. Additional storage can be added at any point throughout a projects life-cycle.

Customisation

The tool can be customised to have customisable branding. Colours and logos can be added in, and the home interface can be adapted for each client based on their requirements.

Retention

Records may be placed in a hold (archiving) stage or destroyed. If records are to be destroyed, they are permanently destroyed so that all information, metadata and physical trace is removed and cannot be recovered.

Retention periods can be pre-configured on a per project basis.

Archiving

Data can be held in an offline state, whereby users are unable to access the data, but a backup is available to be brought online should it ever be needed again. Alternatively, data can be placed on a storage device and be in the care of the end client.