



PDMS

DoxShare

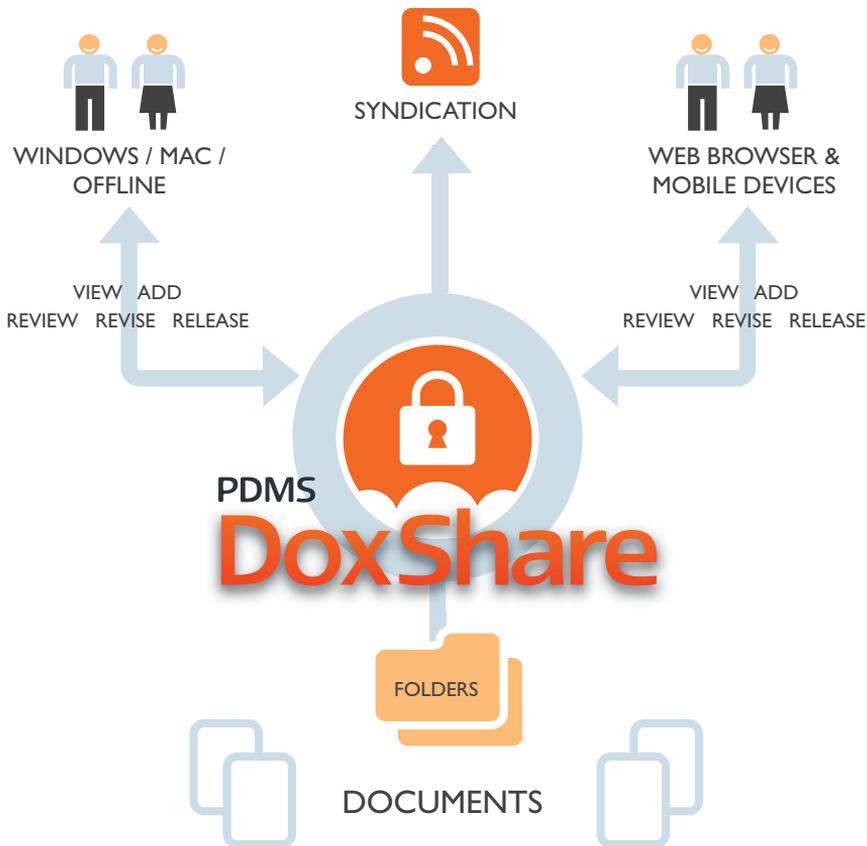


PDMS

Do it right

Manage your documents in 'the cloud'

Provide your staff, partners or clients with the most up-to-date versions of key documents, wherever they are in the world, through a single, secure portal



DoxShare from PDMS is an ideal solution for any organisation which needs to provide its employees or stakeholders with access to a central store of documentation, no matter where they are in the world.

DoxShare offers more than just a simple online filing system; it ensures that only the most recently published versions of documents are accessed, and only by the right people.

Features



Powerful search will find documents by searching meta-data (e.g. names, dates, author etc.) as well as the text within a document itself, all aligned with security and permissions management.



Time-stamped audit trail captures the identity of anyone who creates or modifies a document, when the action occurred and the noted changes made.

Easy Access – web-based system that users can access from anywhere with an Internet connection.

Easy to administer – users and permissions are easy to maintain

Document Types – supports common document/ file types - from Word and Excel through to PDF's and e-mails.

Secure – powerful roles/permission-based document access ensures that users can only view documentation they are authorized to see.

Easy to Use – highly intuitive and so requires little, if any, training.

Reliable – regular back-ups and business continuity provided as part of the service.

Quick to Roll Out – we can get the system up and running for you very quickly.

Available online or offline – download documents for use on your laptop and update DoxShare the next time you go online.

Efficient – documents can be downloaded in bulk, if required.

Archiving – prior document versions are all stored and available to authorised users.

Reporting – in addition to a full audit trail for each document, the system administrator can also report on who has viewed a particular document and which documents are the most popular.

Mapping – DoxShare can be mapped to Windows Explorer, so any changes made to folders or documents in Explorer will automatically be updated in DoxShare.

Public Facing – selected documents can be made available to the general public via a public facing web page/existing website.

Flexible – DoxShare can be customised or extended to meet your specific business requirements.

How could DoxShare add value to your organisation?

Put the most recent versions of important documents in the hands of your key people - **quickly and securely**, wherever they may be.

Completely scalable, DoxShare can be used across a global organisation or by a single department. It can be implemented as a central document repository for any type of business or to help support specific areas of a business.

- ✔ **Quality Management** – facilitate quality accreditations by storing all of your quality procedures and processes, and demonstrate effective change control.
- ✔ **Manufacturing** – facilitate effective change control of 'bill of materials', specifications, drawings, test procedures, CAD files etc.
- ✔ **Field Engineers** – enable engineers out on the road to view and download maintenance manuals, parts lists, installation guides, inspection or survey documents etc.
- ✔ **Sales Support** – allow your global sales network to access brochures, guides, procedures, account forms, order forms etc.
- ✔ **Facilities Management** - create folders for properties and store all the relevant building documents including inspection and certification documents eg utilities, alarms, lifts etc.
- ✔ **Intermediaries** – provide one central hub for a huge range of documentation including quotes, application forms, agreements and legal paperwork.
- ✔ **Human Resources and Training** – distribute workbooks, lesson plans, training materials and presentations to staff or students.
- ✔ **Legal Records** – provide legal teams with remote, 24/7 access to specific case files, contracts and legal records.
- ✔ **Client Documents** – centralise all your client documentation from case notes through to financial or legal records. Give your clients secure access to documents.
- ✔ **Committee Records** – improve efficiency by creating a single portal to manage all committee records including minutes, agendas, attendance records and reports.
- ✔ **Health professionals** - centralise and share core practice information.

Always up-to-date, always secure, always available

DoxShare is quick to deploy, easy to use and can be customised to meet your needs

PDMS' easy-to-use, cloud-based DoxShare application allows you to create online folders, upload, store and share your controlled documents. Typically, documents are likely to be revised, reviewed and released several times during its lifecycle. A 'document' can cover a broad variety of functional areas within a business from quality procedures and processes, product specifications and parts-lists, through to human resources documents or sales and marketing literature.

With automated version control, DoxShare provides a complete audit trail of your documents and who has amended them. DoxShare can be accessed via your web-browser of choice or via a mapped network drive accessible to your Windows applications. Users can instantly access a summary of all relevant documents that have recently been revised across the whole set of documentation. A user can also elect to receive an email notification every time a document is added or updated in one of their pre-defined folders/business areas.

DoxShare offers a quick and easy solution to supporting collaboration between an organisation's staff, stakeholders, partners, and of course their customers. It is far more secure than e-mail, where sensitive documents can accidentally be sent to the wrong individual. DoxShare allows for complete control over who can see, change, delete or manage your documents, significantly facilitating compliance,

which can be difficult to achieve on a typical file-server.

Unlike many other document management solutions, DoxShare can also be used offline, which means your staff, clients or partners can access important documents from absolutely anywhere, with no internet connection required. For example, a mobile worker can download documents to their laptop using our DoxShare tools. Any amendments they make to these documents are synchronised and so automatically updated in the central DoxShare the next time that person goes online.



Benefits

DoxShare is an on-demand, pay-as-you-go managed service and can be quickly and easily integrated into existing intranets or websites. Because it is a cloud-based application, PDMS takes care of all the hosting and infrastructure for you, including all maintenance, backups, monitoring, resilience and business continuity

- ✔ One central document repository and access-portal for your staff, contractors or intermediaries no matter where they are located or whether they are inside or outside your corporate network.
- ✔ Reduces administration overheads as less time is spent trying to locate the right document(s).
- ✔ With version control, the risk of keeping multiple copies of changing documentation is greatly reduced.
- ✔ Contributes to the effective maintenance of quality management systems and accreditations.
- ✔ Realise savings with reduced storage costs and no additional burden on your internal infrastructure or bandwidth.
- ✔ Allows customer collaboration and efficiency gains as customers can be provided with **secure** access to shared documents.
- ✔ Enhanced security with flexible access to sensitive documents. Downloaded documents can be stored locally in a secure, encrypted repository.
- ✔ Improves regulatory compliance via version control and history.
- ✔ Should your physical offices be inaccessible for any reason, your DoxShare library of documents will be safe and remain easily accessible from any location.
- ✔ Integrates with existing websites so that public documents can be published automatically to your website (or any other site).
- ✔ Encourages collaboration and removes the need to send multiple email attachments.
- ✔ Encourages ownership of documents.

Subscription options

Cost effective with no individual user licences – an on-demand service, with an easy to budget for, monthly subscription fee.

DoxShare is available as a fully managed service, making it very cost effective with no requirement for a large capital outlay. In addition, you don't have the overhead of any additional hardware, infrastructure or on-going maintenance costs to consider. PDMS hold the ISO 27001 security accreditation and manage all the DoxShare software, hardware, backups, business continuity and security from our secure data centres.

There are no individual user licences, and with a monthly subscription charge, it is easy to budget for. We offer a choice of standard packages to reflect different organisations' requirements, from our entry-level bronze subscription through to silver and gold, which offers an unlimited number of users and also various branding options.



Our packages include training options and on-going support including a telephone help desk. We can also offer enterprise partner packages with completely tailored services.

Buying through the G-Cloud Framework

If you're in the UK public sector you can purchase DoxShare as a commodity through the 'CloudStore' – no mini-competitions required.

PDMS is an approved supplier on the UK Government's G-Cloud framework which means that DoxShare can be purchased quickly and easily through the Government's CloudStore and Government eMarket Place. The G-Cloud is the UK Government's programme to adopt cloud-based services and covers the process of buying, managing and using cloud services. For

more information please visit www.gcloud.civilservice.gov.uk

Supplier to
 Government Procurement
Service



Contact us for a free trial

Interested in finding out more?

For more information, including details of our subscription options, or to arrange a free trial of DoxShare please contact us

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