

TSG Mosaic – Simplifying Document Management



What is it?

TSG Mosaic is TSG's own Electronic Document Management and Record Management System solution. Built on the robust M365 platform and leveraging SharePoint's power, Mosaic simplifies the complexities of document classification, uploading and searching.

Key benefits



Automated custom cataloguing



Document re-filer



Control-term Manager



Outlook, Word, Excel add-in



Document uploader web-part



Advanced Search

Key features:

- ✓ Automated filing and application of metadata to improve user adoption and filing accuracy
- ✓ Create your own document types with no limitation on filing categories
- ✓ Easily file multiple documents fast
- ✓ Correct mis-filed documents fast
- ✓ File emails and attachments directly from your Outlook
- ✓ Save files directly from Word and Excel

- ✓ M365 compliance and governance features
- ✓ Configurable and scalable information architecture
- ✓ Migration from legacy systems
- ✓ Integration with other systems
- ✓ Mobility and device agnostic
- ✓ Improved collaboration between your teams
- ✓ Document Automation options
- ✓ Standardised approach to implementation