CORE TEAM SOLUTIONS PVT LTD

ShareDocs
Enterpriser

Document Management Solution

Transform your **Workplace** into a **Paperless Enterprise**
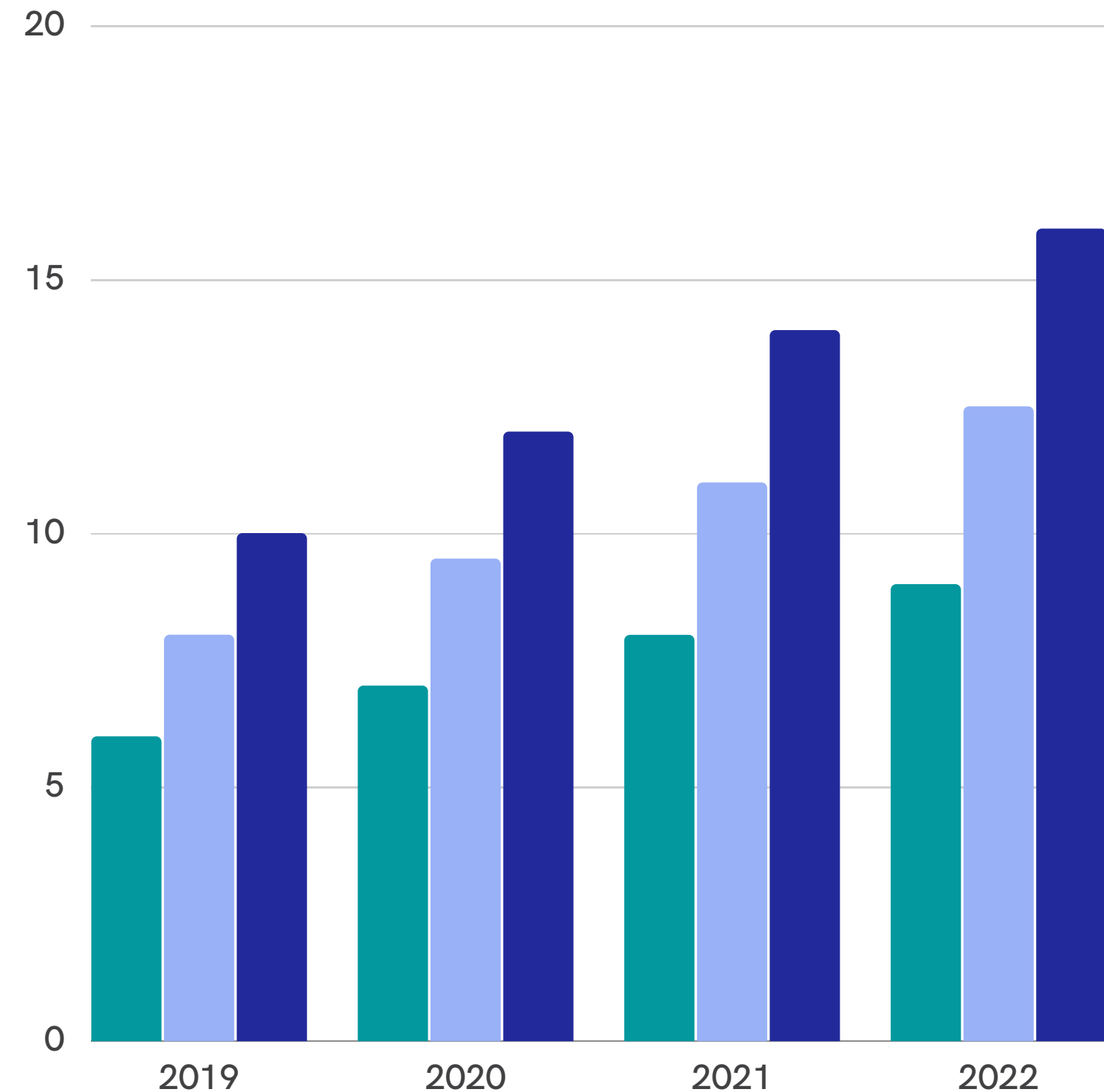
What is ShareDocs Enterpriser? Impact

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 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.

We help your business grow up!

- Web-based document management with a capability of handling 1 million+ documents per deployment.

- Seamless organization and easy retrieval of official documents that can be hosted on the cloud, on premises, or as a hybrid model

- Manage document repositories at an enterprise level with features like central repository, restricted folder access, document categorization, tagging and full text search.

- 3 versions - Standard, Office, Pro

Our Best Features

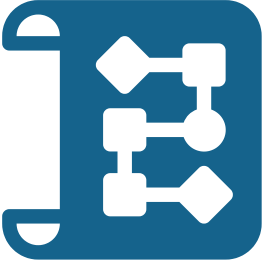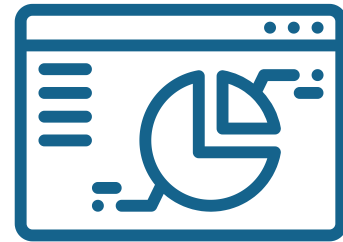| Robust Search	Secured Access	Easy Sharing
Search a document by its name, data entry or content. Built-in Elasticsearch and basic OCR engine enables you to do a full text search.	User login with password. Role-based access and rights. Controlled access for folders, document sets, workflows and metadata.	E-mail a document as an attachment to a DMS User or external recipient or share a time-bound encrypted link access.

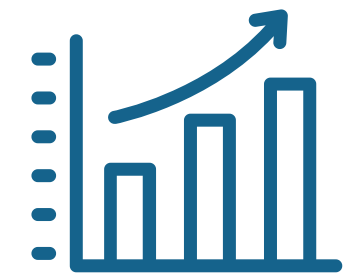| Document Indexing	Document Sets	Advanced Workflows
Indexing includes document categorization and data entry. Document categorization (metadata) helps to spot a specific type of documents.	The solution auto-links multiple documents to one record and shows them as a single set or file. Although the physical location on the DMS may be different.	Formulate workflows as per specific requirements. Automate alerts, email triggers. Make provision for escalations and deviations to streamline processes

Graphical Dashboards	**Encrypted Storage**	**Insightful Reports**
Get statistical information about document upload, indexing, workflow status and all document-related activities on the dashboard.	Upload a bulk of documents in one go, upload with the easy drag and drop utility. Auto-encrypt documents to prevent unauthorized access	Create customizable in-built dashboards based on data insights. For better user interface and experience .

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.

Our Clientele

Our Achievement

What our user say?

Industry/ Sector: **Banking & Financial Services.**

Solution: With ShareDocs Enterpriser, our client, an entity in the BFSI sector, was able to smartly handle and manage documents, in spite of the large volume. As an end-to-end document management solution, ShareDocs Enterpriser allows enterprises to retrieve data easily, handle transactions seamlessly, categorize and automate documents, and more, leading to better overall organizational productivity.

Ref: https://www.sharedocsdms.com/finance

Industry/ Sector: **Law Firms**

Solution: Paperwork is highly common in the legal fraternity - and so is maintaining confidentiality of the paperwork, and having a proper system to manage the documents and data efficiently. With ShareDocs DMS, we have assisted several law firm clients extend the life cycle of their documentation. From proper storage, retrieval and digitization, to data security, DMS offers better productivity and makes data handling easier for organizations that deal with high volumes of data and paperwork.

Ref: https://www.sharedocsdms.com/legal

Industry/ Sector: **Human Resources**

Solution: With ShareDocs DMS, we have established effective document management across HR departments for our clients. Collection, collation, and retrieval of data is voluminous in every organization's HR department. With ShareDocs DMS, we have provided HR executives with access to master data at a single glance, resulting in operations like on-boarding and employee management becoming more time and resource efficient.

Ref: https://www.sharedocsdms.com/hr

Frequently asked questions

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.

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.

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)

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. Without installing any proprietary software.

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Get in touch with us

THANK YOU!

📱 **+91 96199 80113**

Need to explore more?
Try the tool for free on:

📞 **+9152017447**

www.sharedocsdms.com

✉️ **info@coreteamsolutions.in**

If you have any questions, please do not hesitate to ask. We hope you enjoy the product. We look forward to doing business with you.