



## Welcome to your Document Management Site

Use this site to create, work on and store documents. This site can become a collaborative repository for authoring documents within a team, or a knowledge-base for documents across multiple teams.

Search for documents

enter the text to search for...

Create Document

Upload Document

### Document Types

Forms Policy Procedures

### Document Categories

HR Operations Quality Service Desk

Locate a document

Wildcard

Search for documents

All Documents

SEE MORE LIKE THIS

Title	Document Type	Document Category	Owner	Document ID	Version	Modified
Admin Procedure	Form	HR	Stephen Morris	UM44NPYN3156-33923385-43	1.0	Adam Hyland Wed 30 Jan 2023
THY EXPENSES TOTAL MONTHLY	Form	Operations	Adam Hyland	UM44NPYN3156-1058675118-11	6.0	Adam Hyland The 17 Jan 2023
Polymorph - Training Policy	Policy	Operations	Stephen Morris	UM44NPYN3156-33923385-8	1.0	Stephen Morris The 10 Aug 2021

# DocMan

# DOCUMENT ORGANISATION MADE EASY

DocMan provides a solution for managing documents in an intuitive and user-friendly manner. Working seamlessly with SharePoint Online, DocMan utilises out of the box features to provide the best possible user experience.

Users can easily upload content such as Word, PowerPoint, Excel, PDF, images and videos to DocMan and use inbuilt features to tag content making it easier to search, filter and retrieve content.

DocMan uses Office 365's powerful search capabilities to provide a full-text search, searching by category, by type this provides a rapid and efficient way of finding content based on search parameters provided by a user.

## FEATURES

- Works seamlessly with and within SharePoint Online
- Upload documents (Word, PowerPoint, Excel, PDF, images, videos, etc)
- Document creation based on your Word templates
- Document tagging for easy document search and retrieval
- Version control (incl. check-in / out) and revision history
- Search for documents (by type, category, full text search, etc)
- Security – each instance of DocMan uses SharePoint's comprehensive permission-based security
- Rapid and efficient document approval
- Reports showing which documents require updating (if review date has been set), by whom and by when
- Quick and easy to setup and manage

## BENEFITS

- Provides an intuitive but powerful system for sharing files and documents without needing to know SharePoint in detail
- Quick and easy to create and share documents across team members using SharePoint online
- Easy to search and find files and documents (policies, document templates and so on)
- 'Single version of the truth' – DocMan becomes the place to find the latest version of your documents to ensure standards
- Users don't need to worry about where or how to store documents in SharePoint – DocMan handles that for you
- Make use of SharePoint Online's document management capabilities such as document co-authoring
- Ability to manage documents including showing document owners which of their documents are ready for review / updating and by when

**FOR MORE INFORMATION ABOUT DOCMAN PLEASE GET IN TOUCH**

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