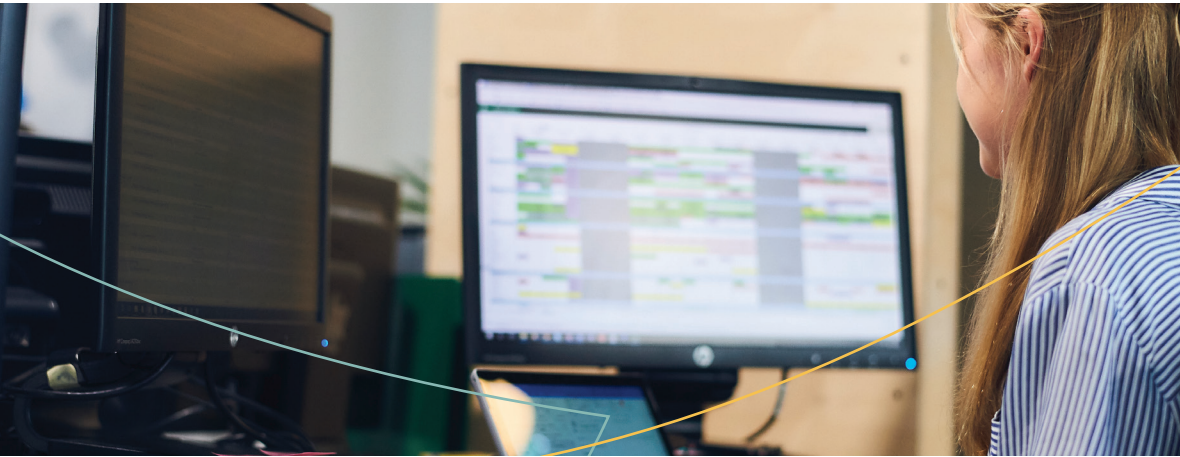


DOCUMENT MANAGEMENT SERVICES



TRANSFORM THE WAY YOUR COMPANY CREATES AND SHARES WORK

Document management systems help people in an organisation share, access, and update business knowledge and information.

In the age of flexible, remote and mobile working, you need to be able to access your documents quickly and easily, from any device and location, and they need to be securely stored. Designed for collaboration using Microsoft SharePoint, Core's document management solution gives you a secure place to store, organise, share, and access information.

IMPROVE DOCUMENT ACCESSIBILITY AND SHARING THROUGH SMART DOCUMENT MANAGEMENT

SharePoint will transform the way your company creates and shares work; it's the natural modern replacement for traditional file shares and mapped drives. SharePoint gives you the flexibility to control and set the parameters for the system, so every team can work differently, in a way that works for them.

We use our experience and best practice expertise to build the perfect custom SharePoint environment for your organisation, which works exactly how you need it to and has taxonomy, security and information architecture taken into consideration.

ACCESS CONTENT ANYWHERE, FROM ANY DEVICE

- Access the full functionality of SharePoint from anywhere, on any smart device
- Synchronise SharePoint libraries for reliable offline use
- Share content internally and externally with just a few clicks

CORE'S DOCUMENT MANAGEMENT BENEFITS



EASY ACCESS

Access documents from anywhere, on any device



INTUITIVE STORAGE

Documents are logically stored, easy to locate and access



SECURITY FIRST

Document management with a completely secure environment



METADATA SUPPORT

Enjoy better content management through metadata



ACCESS MANAGEMENT

Easily restrict who can access content through access controls



SHARING MADE SIMPLE

Share content internally and externally with just a few clicks

SEARCH DOCUMENTS EASILY

- Metadata classification including full hierarchical taxonomies
- Access individual documents quickly and easily, using the system's own search engine
- Check documents in and out to stop version control problems and make co-authoring easy

CONTROL DOCUMENT ACCESS

- Granular security down to individual file level

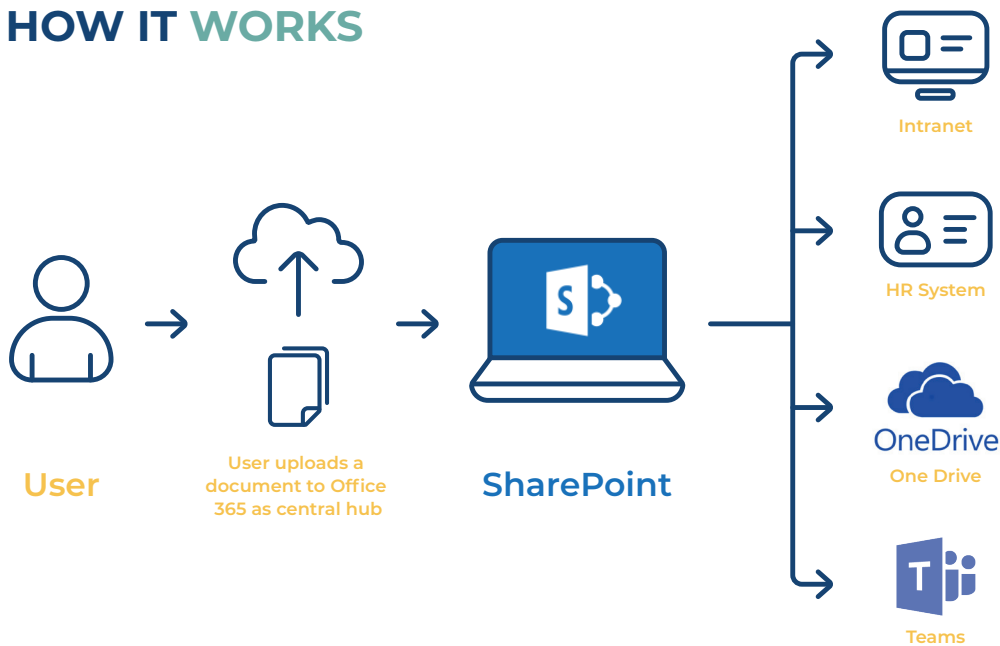
- Lock documents down as part of an approval mechanism
- Define who can access what content

SOLUTIONS TO SUIT EVERY BUSINESS

At Core, we understand that every business is different. Each one has its own unique needs and uses multiple systems for everyday tasks. Your systems need to be agile and responsive to adapt to the changing needs of a modern workplace.

SharePoint document management systems eliminate the time and complexity of uploading multiple document versions to lots of systems.

HOW IT WORKS



With SharePoint, employees and stakeholders can access the same document from multiple systems and links, which all track back to a single version, so there's no confusion over version control.

NEXT STEPS

Core helps businesses realise the value and transformational impact of the Microsoft Office 365 solutions suite. Wherever you are on your transformation journey, we'd love to help you.

CONTACT A MEMBER OF THE TEAM TODAY

hello@core.co.uk