# sem.DRIVE

Store your files online and profit from worldwide access

### Online file storage

Profit from the advantages of an online file storage and increase the productivity of your online cooperations.  
  
Online file storage is necessary for businesses where employees from different areas, organisations or teams have to work together. Sem.DRIVE is the perfect solution for users who do not always stay in one place and who work with and share large files.

Files can be lost or damaged in various ways, like hard disk failures, viruses or hacker attacks. For both private and commercial users, sem.DRIVE can be used as an online hard drive where a centralized online backup of all files is saved.

sem.DRIVE supports all file formats of e.g. images, music, videos, PDF files etc. There is no file type restriction, you can store every file format in sem.DRIVE and edit it locally as usual. Keep an overview of your files and create your own folder structure. By easy drag & drop with your mouse you can organize your files quickly and easily or store them in more than one folder at the same time. To find your files easily later on, you can add tags, titles or descriptions for each file. Information like the date of creation, when you last changed the file etc. is automatically added by sem.DRIVE and makes it easy to filter or group files in a specific folder.

sem.DRIVE is not a mere online hard disk, it is also a central spot for teams working on the same files from different locations. Folders and files can be shared with team members whenever you wish. The simple, integrated access rights concept allows you to assign rights like read only or write to either whole folders or single files only which guarantees permanent security.

### Secure file exchange

Share your documents or files with friends, colleagues or with teams of other organisations in a simple and secure way.

semYOU – sem.DRIVE file management is an easy and secure way to share files online. It acts as central file storage where all files are saved by uploading them. Afterwards they can be edited by other users of an organisation or work group. In today’s globalized world, working together in teams or organisations is a basic requirement, no matter if they work from different locations. sem.DRIVE offers you the possibility of integrative cooperation concerning files and documents – real time.

sem.DRIVE can also be used as a simple file storage to enable people from outside your company to independently access documents and files without having to change the whole infrastructure.

Private file sharing – sem.DRIVE allows you to share files on the user level. You can authorize individual persons to access individual files with their own semYOU account easily and comfortably.

Group file sharing – sem.DRIVE also makes it possible to authorize whole groups. You can authorize several members of a goup to access files or folders, which makes file sharing easier especially for larger teams.

### Online work space

Offer your team a work station which is secure, easy to use and accessible from everywhere.

sem.DRIVE // Online document management contains an online work space where you can share your whole folder structure with others. This allows you to create different work spaces for different projects and share them with friends, colleagues or other organisations. You can share your files easily with different people and raise cooperation to a new level of user friendliness. With sem.DRIVE, you and your colleagues can work with the same files from everywhere in the world.

Every work space can be used easily and comfortably for a specific way of file sharing. It is as easy as using the same folder in a local network, however your work space in sem.DRIVE is now in the Cloud.

Rate and check shared documents

Checking documents is an important and essential part of everyday team work. To check documents helps to improve document quality continuously, a step which is covered by an additional comment function to generally rate files in sem.DRIVE. This kind of review function helps you to monitor and analyze the quality of any document. Moreover, every user can add helpful or important documents to his personal favorites and access them quickly when needed.

## Multi-Level Folders

In sem.DRIVE you can create folders in folders and display complex hierarchies easily. Navigation through your files works as in, for example, the well-known Windows Explorer. Multiple folders can be opened simultaneously, a feature which facilitates quick navigation through the different folders and structures. Keep your files well-arranged by using the drag & drop function to move files between folders.

## Find

sem.DRIVE contains an extensive full text search function to find all kinds of files quickly and easily. You can search for files using the file name, content, tags or the author with the tool bar. The search results will be displayed in table form and can be further restricted by using the filter function. Another search option is provided by the shared search function to only search for files which are accessible for specific persons.

Every search will be saved automatically and can be accessed comfortably by using the quick steps function. This is an enourmeous advantage for teams which need to get an overview of current document versions which have to be accessed daily.