Briefcase

Frequently Asked Questions

1. **What is the Briefcase?**
   The Briefcase is an encrypted and password-protected folder designed for storage of sensitive documents and personal notes on an iPad or laptop.

2. **What are its key features?**
   a. Password protection and document encryption ensures data security, even in the case of loss or theft of the device.
   b. Remote-purging of documents and notes allows enforcement of the company's preferred retention policy even when documents are saved offline, which mitigates the risks of discoverability.
   c. Content push with auto-syncing ensures that documents are always in sync with the latest version. This is particularly useful when there are rapid updates in advance of Ad Hoc meetings.

4. **How does it benefit the user?**
   a. It lets the user securely store sensitive documents and private notes on their laptop or iPad.
   b. It lets the user continue their work even when internet access is unavailable, for example while traveling.

3. **How does the Briefcase help Administrators?**
   It lets administrators remotely purge documents, including all annotations, from the device, whether iPad or laptop. While the locally stored content is readily accessible to the user, it remains under central control of the Corporate Secretary.

4. **How does the syncing feature help the user?**
   All annotations, whether notes or highlights are synchronized back to the server, allowing for documents to be available whether logging in while on the road from an iPad or while in the office from a desktop.

5. **Can anyone else see my annotations?**
   No, annotations are strictly private unless you explicitly choose to share them with other members of your team.

6. **What happens to deleted files?**
   Deleted files are permanently purged and therefore irretrievable. This applies to downloaded documents as well as personal notes.

Have other questions?

Don't hesitate to contact us. Email sales@boardvantage.com.