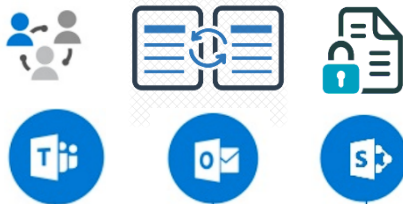


➤ Document Management Solution:

- ◆ Solution based on **SharePoint Online** which will allow your team to collaborate in a seamless manner with Zedra staff.
- ◆ As this solution is based on Microsoft SharePoint Online, you have the added benefit of extensive disaster recovery and security capabilities.
- ◆ Security options available which can be easily managed and customized per business requirements:

Collaborate & Manage



Secure access

- ◆ **Invite members via email link**
- ◆ **Secure Login:**
 - Password and Username +
 - Mobile device token code



Content

- ◆ **Upload and manage documents**
- ◆ Deep **integration** with **Office** lets you start co-authoring a document on one device and finish on another,
- ◆ **Share** documents with your colleagues and Zedra Staff seamlessly
- ◆ Sync files to your machine with **OneDrive**

Users

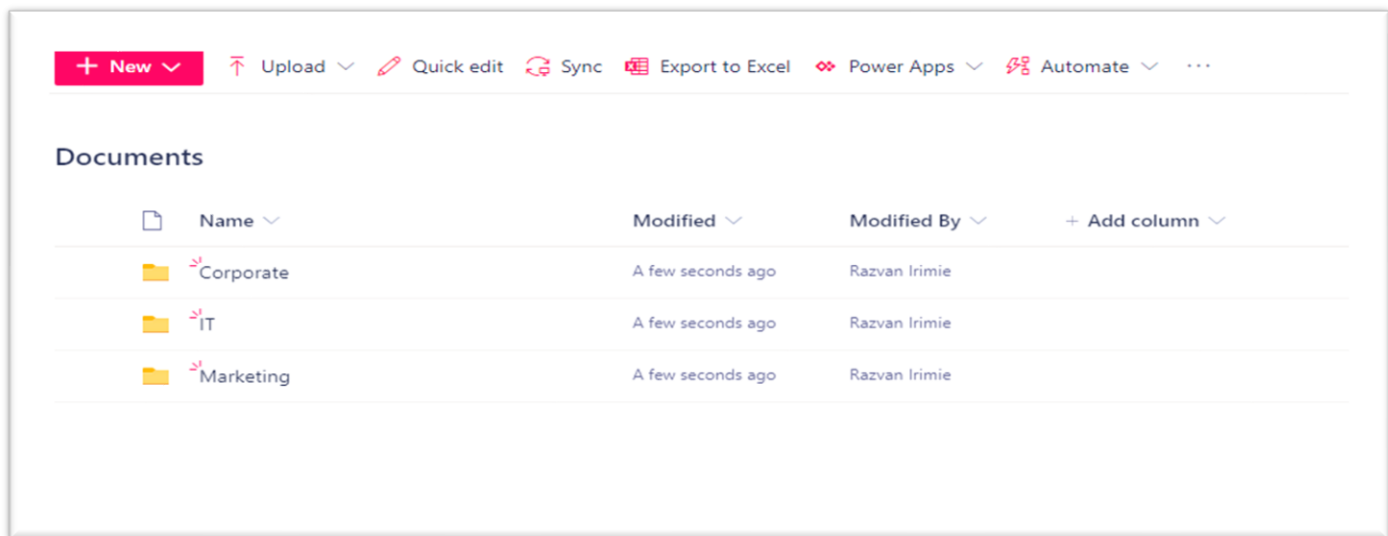
- ◆ **Share content with colleagues and Zedra staff via Teams or Outlook**
- ◆ **Add or Remove Users**
- ◆ **Configure distinct security permissions** for specific **documents, libraries or directories**

Audit

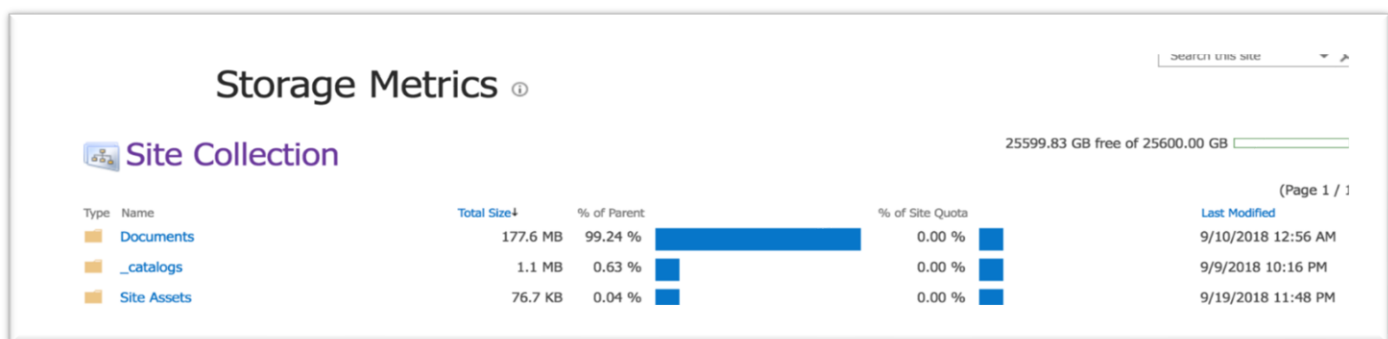
- ◆ **Administrators** can audit user **activity** on content such as lists, libraries and documents
- ◆ **Asses** which users have **accessed** specific content at any given time

Feature summary:

- ◆ Custom Landing page and company branding
- ◆ Access content from anywhere, including mobile device mobile devices
- ◆ Upload and Share Documents with your team
- ◆ Ability to manage documents in a structured manner
- ◆ Intuitive and familiar user interface shared across all Microsoft Services



- ◆ Scalable storage options and disaster recovery options
- ◆ Ability to view and manage storage metrics



Integration with Microsoft 365 Services

