**Cerrid Document Sharing Platform – Plan 1**

**User management:**

* System Admin (Cerrid solutions) can create users and groups.
* System Admin can give administrator access to the users for one or more groups.
* Group Admin can create users for the particular group.
* Group admin can give administrator access to multiple users in a particular group.

**File sharing and Access management:**

* Users can upload and share documents with one, more or everyone in their group.
* Users can restrict edit access to the shared document.
* Users can share a document by generating a public link with password protection, expiry date (for the link) and access control.
* Users can choose to opt out from a shared document.

**Version management:**

* Group users having appropriate access can update/modify a particular document in the group.
* Other users in the group can see the changes made in “Activities” tab.
* Different versions of the modified document will be available in “Versions” tab.
* Any group user can restore a previous version of a document with the latest one.

**Activity management:**

* Users in the group can see all the document activities in the “User Activity” tab.
* Activities include add, edit, delete, comment on shared documents/folders.

**Drive management and Security:**

* Users can categorize files and folders by adding tags to them.
* Users can search files or folders by tag names.
* Data in one group cannot be accessed by other group members until it is explicitly shared with the members.
* All the uploaded data is encrypted using advanced encryption algorithms.