

collabor8online

Document Management Guide

UK based online document sharing for all organisations. Easy to set up, you control who can see what. There is no better way to share files and Collabor8.



020 3369 6491

www.collabor8online.co.uk



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Document Sharing Online

Share files securely online quickly and easily. We've used an explorer style interface that just about every computer user is familiar with. You can create folders with just one click and into those folders you can put just about anything you like, you get to decide who sees what at every stage.

Control Who Can See What

System administrators have full control over who can see what. View, edit and delete permissions can be given for each folder or subfolder putting you in complete control. Users and Clients only get to see information that is relevant to them and that you want them to see. Full audit trail tells you who did what and when.

UK Owned, Hosted and Supported

All of Collabor8online Servers are UK based and fully secure, meaning we fully comply with UK and EU data protection laws and are not subject to US homeland security legislation. In order to comply with UK data protection laws, UK businesses need to ensure that their data is kept within the EU in UK owned data centres.

Full Audit Trail

Collabor8online produces a full audit trail showing you exactly who did what and when. Version control and full revision history means that you can revert to an earlier version of any document, any time.

Version Control System

Collabor8online includes its own version control system that can be used on its own or can work alongside your existing version control management. If you upload a newer version of any document, its version number is automatically incremented ensuring that users only ever see the current version. System administrators can choose to revert to earlier versions at any time.

Easy To Use

Sophisticated software designed to be simple and easy to use.

Cost Effective

Collabor8online is competitively priced when compared to other premium products

Fast Roll Out

Collabor8online system can be setup in under 24hrs allowing project to move quickly.






Fully Scaleable

Collabor8online has a package suitable for all sizes of projects.



File Handling

All File Formats Supported

	Name/Ref	Date	Type
	PDF_Sample_2.pdf (8.53 KB)	23/07/20	Drawing
	PDF-Sample.pdf (8.53 KB)	23/07/20	Drawing
	Excel.xlsx (8.41 KB)	23/07/20	Drawing
	Excel_2.xlsx (8.41 KB)	23/07/20	Drawing
	Word Doc 2.docx (11.5 KB)	23/07/20	Drawing
	Word Doc.docx (11.5 KB)	23/07/20	Drawing

All standard file types are accepted by Collabor8online. Including but not limited to Word, Excel, Powerpoint, Access, Pages, Numbers, Keynote, PDF

Smart Add Intelligently Matches

Smart Add - Match existing attachment: PDF_Sample_2.pdf

Name/ref	Title	Date	Type	Status	Rev.	%
<input checked="" type="radio"/> PDF_Sample_3.pdf		23/07/20	Drawing	-	1	100%
<input type="radio"/> PDF-Sample.pdf		23/07/20	Drawing	-	1	74%

Name/ref	Title	Date	Type	Status	Rev.
PDF_Sample_2.pdf		23/07/20	Drawing	-	2

Uploading file name: PDF_Sample_2.pdf Original file name: PDF_Sample_2.pdf

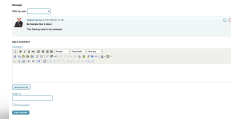
Collabor8online's "Smart Add" feature will check the name of documents and check the likelihood that this documents is a revision and ask you to confirm that match.

Automatic Version Control

Icon	Name/Ref	Date	Type	Status	Rev.	Tools
	PDF - Sample 2 (8.63 KB)	24/07/20	Drawing	-	3	
	PDF - Sample pdf (3.53 KB)	24/07/20	Drawing	-	3	
	Excel 2.xlsx (8.41 KB)	24/07/20	Drawing	-	2	
	Excel.xlsx (8.41 KB)	24/07/20	Drawing	-	2	
	Word Doc 2.docx (11.5 KB)	24/07/20	Drawing	-	3	
	Word Doc 2.docx (11.5 KB)	24/07/20	Drawing	-	3	

Document version numbers are automatically incremented, version numbers may be alpha or numeric, earlier versions are never deleted and are available to administrators if required but users only ever see the most recent version.

Comment on a Document



Comment on documents as they evolve, create a two way conversation thread with your team. Notify each or all of your team members by email.

Watch a Document

[illegible]

Users may watch a document and get notifications whenever a file is updated or commented upon users can also watch an entire folder.

Automatic Issues Sheets

[illegible]

Issue sheets are produced automatically every time new documents are added, they are available in PDF and CSV.

Document Management

Share Individual Files

File Name, Email, Time to expire

Time to expire: 1 hour

Send

Share individual documents to people that are not users on the system. Email a time limited link to a file that will expire after a chosen time period.

Share Folder

Add New User

Step 1

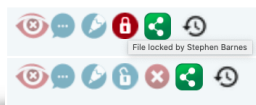
Email

Message

Next

Quickly invite a user to a folder sharing the contents and automatically giving them view only permissions.

Lock Document



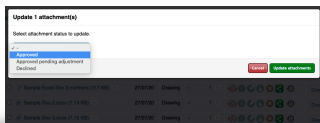
System admins have the ability to lock individual files so that they can not be edited by any user. Hover over the padlock to see which user locked the file.

Notify Function - Email Integration



Notify selected users or all users, by email when documents are uploaded. Email integration allows users to simply reply to email, to have their comments Automatically threaded back into the conversation.

Document Status



Set, Change and Manage Document Status as documents evolve over time. Fully configure Status names to suit your own way of working.

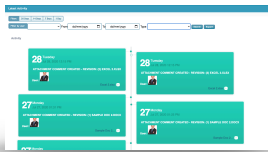
Document History

Document	User	Action	Status	Created At	Updated At
Document 1	Stephen Barnes	Created	Completed	2017-07-10 10:10:10	2017-07-10 10:10:10
Document 2	Stephen Barnes	Updated	In Progress	2017-07-10 10:10:10	2017-07-10 10:10:10
Document 3	Stephen Barnes	Deleted	Draft	2017-07-10 10:10:10	2017-07-10 10:10:10

View individual document history. Detailing what actions were taken by who and when.

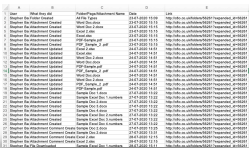
Activity Audit

Homepage Activity Feed



View the latest Activity on your system directly from the feed on your home page.
Filter by user, date range or type of activity.

Download Activity Feed as CSV



Download the whole activity aid from a specific date range into a CSV file.

Task Management (To Do's)

Create a Task



Create tasks and assign them to any users on the system. Monitor and manage the task progress until completion.

Task Alerts

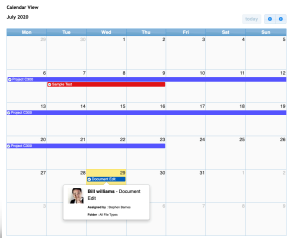


For any task, up to 3 alerts (reminders) may be created, advising individual or different users about an up-and-coming task, if the task is not completed in time, up to 3 Alarms may be triggered to individual or different users.

Calendar

Calendar

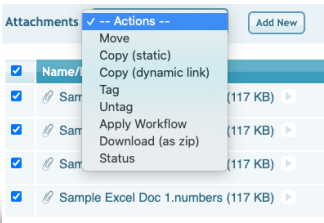
Create calendars for projects (top-level folders) or individual folders. Calendars will show tasks assigned to individual users, or events such as project milestones, integration to third-party calendars also available



Document Control

Fully Control Documents

Users may Move, Static Copy (provides a snapshot in time), Dynamic Copy (provides a copy that will evolve over time), bulk download, Tag, or change status of any file either individually or in bulk.



Tag Documents



Administrators may define any number of document tags, documents may be tagged individually or in bulk, users can then search or filter documents by tag.

View Who Has Downloaded An Issue

A screenshot of a web application interface for document control. It shows a table with columns for 'Rev.', 'Tools', and 'Tags'. The 'Tags' column contains buttons for 'Tender' and 'Site A'. The table lists several documents, including 'Sample Excel Doc 1.numbers (117 KB)'. Below the table, there is a section for 'Downloaded by' with a list of users and their download status.

Online issue sheets allow use to download any issue as a zipped file with just one click, administrators can also see who has and who has not downloaded each issue.

Set Individual User Permissions

A screenshot of a web application interface for document control. It shows a table with columns for 'User', 'Folder', 'Permissions', and 'Status'. The table lists several users, including 'John Doe', 'Jane Doe', and 'John Doe', with their respective permissions and status.

Set system permissions for each user at the folder and the subfolder level. Permission changes may be automatically cascaded down to subfolders, individually or for all users, allowing easy management of permission settings.



Security

Fully Encrypted HTTPS

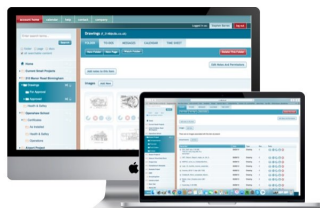
Fully encrypted access via HTTPS (the same level of security that banks use) ensures your data is safe and access to it is secure.

Data Protection and GDPR

All data is fully encrypted both in transit and at rest, ensuring compliance with UK data protection laws and GDPR.

Data Replicated to Three Locations

All data is replicated to 3 separate servers in data-centres across the UK, giving no single point of failure should any copy fail a third is instantaneously replicated.



m^ccomb
partnership ltd

NSPCC Redcliffe.
WELCOME HOME

Protec
Protec Fire Detection plc

g CLYDE GATEWAY
COLLEGE

Keele
University

Request A Demo

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