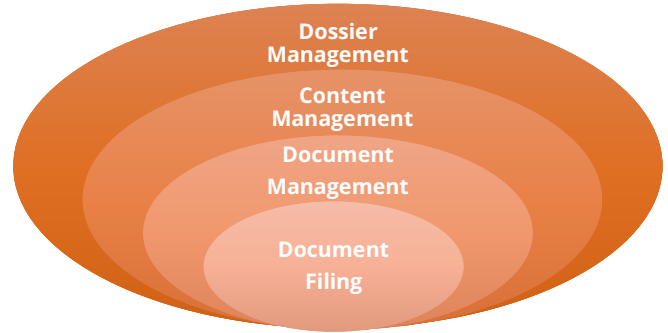


Classic file management relied on basic storage and retrieval. More advanced solutions like Document Management add functionality like metadata and document types. The latest progress is Dossier Management, where all relevant and related content is managed as a Dossier in one easy to use interface.

The challenges in document management

- + Where to find documents? Where are they stored?
- + How can we be compliant GDPR, SAS, ISO?
- + How can I simply find correlated content?
- + Why can't we store this together in one logical place?
- + There must be an easier way to store this, right?
- + The need for secure central storage, that is accessible, is very high!

Dossier management around an entity



Challenging to be Complete and Correct

- ❑ Making sure a complete and up-to-date dossier is in order can be challenging
- ❑ A well managed dossier will assist you in validating and proofing completeness and compliancy
- ❑ Managing content types and security is key
- ❑ Automatic versioning for showing track record

2Share's Dossier Management works for you

- + Easy to use connection between the documents and the entity you choose
- + Secure cloud solution, accessible anywhere, any time and any device
- + User friendly way of labeling (tagging) the documents with metadata
- + Based on Microsoft SharePoint, the world's standard in document management

Flexible implementation in your organization

Together in one user friendly page

Easy to set up specific pages for specific user groups

Set up filters

Filters can be set on all metadata you choose

All related documents in a library

Metadata collected in document types

Entity of your choice

Automatic versioning for revising documents

Multi-purpose, defined by your Entity

Compliance and Standards Dossier

Real Estate Dossier (Physical Assets)

Project Portfolio Dossier

Easy Customer Relationship Management (CRM)

HR / Employees Dossier

Application / Requests Dossier

Tracking and Handling Dossier



A super friendly way to organize content, built on top of your Documents and other Content



A rich toolbox to leverage Content Management that is easy to deploy and configurable to your needs



A set of modern, interconnected Webparts to combine on a Page, configure to your needs in such a way that it works as one solution

