

AVEPOINT DOCUMENT MANAGEMENT

FOR MODERN BUSINESSES

As organizations modernize and digitize, incompatibilities within existing systems and disorganized information architecture result in expensive business disruptions. With staff finding it harder to find critical information, processes are more difficult and time consuming making document management a costly challenge.

AvePoint helps businesses establish effective document management by providing timely access to data as well as multi-directional collaboration. With appropriate compliance filters in place, AvePoint's Document Management System (DMS) ensures that data is available whenever and wherever to those who need it, and protected from those who shouldn't have access.



CREATE

Digitize existing business information assets into a centralized repository.

Break down data silos by seamlessly integrating content from legacy platforms across all departments.

Provide secure remote access to content for employees working on the go.



MANAGE

Easily locate and manage documents and reduce compliance infractions with the ability to automatically classify content upon creation.

Easily manage document access permissions, monitor and report on document usage, and automate document lifecycle management.



PROTECT

Ensure business continuity and 24/7 fault tolerance. Maintain aggressive Service Level Agreements (SLA) in case of accidental or malicious deletions and modifications.

Provide transparency and reporting to prevent inadvertent leakage and loss of information by employees.

BUSINESSES WORK SMARTER WITH AVEPOINT

By understanding the unique challenges organizations face, AvePoint's DMS addresses the entire document lifecycle – from creation to retention and eventual deletion.

MODERN DOCUMENT MANAGEMENT. IMPROVED EFFICIENCY. INCREASED PRODUCTIVITY.



FOR YOUR STAFF

- Enhance department collaboration by integrating disconnected systems into a unified platform.
- Increase productivity and work efficiency with a clearly structured information architecture and consistent user experience.
- Freely choose how, where, and with whom to collaborate – from personal devices, in remote locations, and with external users – all while keeping sensitive digital assets secure.
- Provide users with IT self-services backed by corporate policies and enforced with business owner approvals – not only improving end-user SLAs but also reducing IT bottlenecks.
- Give your users a simplified search experience they're familiar with across different platforms to enable keyword search, with the ability to save search criteria and results for future use.



FOR YOUR EXECUTIVE MANAGEMENT

- Optimize your overall return on investment and provide a cohesive user experience by integrating legacy systems into one modernized platform.
- Reduce overall management complexity by quickly identifying assets, restructuring, or applying configurations and security changes in bulk.
- Improve IT efficiency by implementing an extensible data governance strategy which enables automated provisioning of assets.
- Provide transparency and reporting on what information is being accessed, shared, and modified in order to prevent inadvertent leakage and loss of information by employees.
- Protect IT environments from harmful information leaks, contamination, or misuse by integrating IT services with pre-defined information governance policies.
- Provide customizable reports, around-the-clock monitoring, and policy enforcement to quickly address incidents and ensure maximum compliance with industry policies.
- Ensure business continuity and 24/7 fault tolerance with a one-switch, disaster recovery failover orchestrator.
- Protect critical or confidential content by quickly and easily recovering documents with full fidelity to meet strict SLAs dictated by needs.
- Comply with internal or regulatory requirements by automating document storage/archival policy enforcement according to defined storage and retention policies.

NEXT STEPS

To find out more about AvePoint's solutions for Modern Businesses, please contact Sales@AvePoint.com.

Accessible content available upon request.