

Welcome to the **adaptive**  
**high performance document**  
**management solution**  
on the cloud



 **Workspace365**

**Everything Simplified.**

# In Brief

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## Problem

Poor document management systems (DMS) and non-fit for purpose applications mean **low levels of productivity, workforce frustration, and lax security.**



## Solution

An adaptive DMS application provides an **intuitive, single view of all documents and files** through a user-friendly interface that employees rapidly adopt.



## Benefit

The outcome is a motivated, highly productive workforce that access the relevant information they need to do their best work, when they need it.

## Avoid Complexity

Stored data and documents including emails, reports, presentations, forms, quotations, drawings, images, and others are the lifeblood of an organisation, and ensuring employees have **simple but secure access to all the information they need is essential for operational efficiency.**

Reducing complexity and boosting workforce productivity is the goal of every organisation's digital transformation, but many of the leading document management systems don't simplify things – in fact, they make it more difficult!

Microsoft OneDrive is really aimed at the consumer market, and whilst SharePoint might be great for storing documents, it isn't actually a document management system (DMS). **Corporate deployment of SharePoint is usually because it's part of the Office 365 suite, not because it's easy to use - and many companies give up on it due to user experience complaints and low levels of adoption.**

It's pretty much the same for Google Drive, Dropbox, SAP, and other DMS systems where promised productivity benefits fail to materialise due to dissatisfied users.



# We drive efficiency and productivity

**Recent research here at Workforce 365 has found that mainstream DMS are:**



## **Difficult to Use**

Many DMS systems are confusing and frustrating, even if you know what you're doing. Configuring the site takes time and effort, and navigation that may seem obvious to an IT professional is less clear to the general workforce.



## **Require Training & Support**

Complex systems, a lack of workforce training, and failure to appreciate how people interact with applications leads to poor user adoption. Employees often require bespoke training and support, and using the IT department as a help-desk is expensive, and inefficient.



## **Lack Control & Security**

Systems like SharePoint are not strong enough for organisations needing high levels of regulatory control and assurance. Security and control for regulatory compliance requires a more user friendly, intuitive, and supportive system to ensure user adoption.



# A Smarter Approach to DMS

All organisations are at various points on their journey to the cloud, meaning business documents are stored in various places, including **legacy in-house file servers, individual devices, and in cloud-based services**. Being able to unite all documents into a single interface is a highly productive and efficient document management practice.

Furthermore, many frontline workers are not desk based, and enabling rapid, easy access to files and data improves the customer experience and boosts employee productivity.

## Workspace 365 ... The clue is in the name!

Combining SharePoint, OneDrive, and file server data so the workforce can access all documents and information through a single application is a major benefit of our Workspace 365 document app. It provides a **single view of all documents and files through a user-friendly and intuitive portal** that will be rapidly adopted by the workforce. Employees manage and create the documents and files they need for all tasks and projects, easily managing and moving them around as required, along with a single interface for all work-related activity.

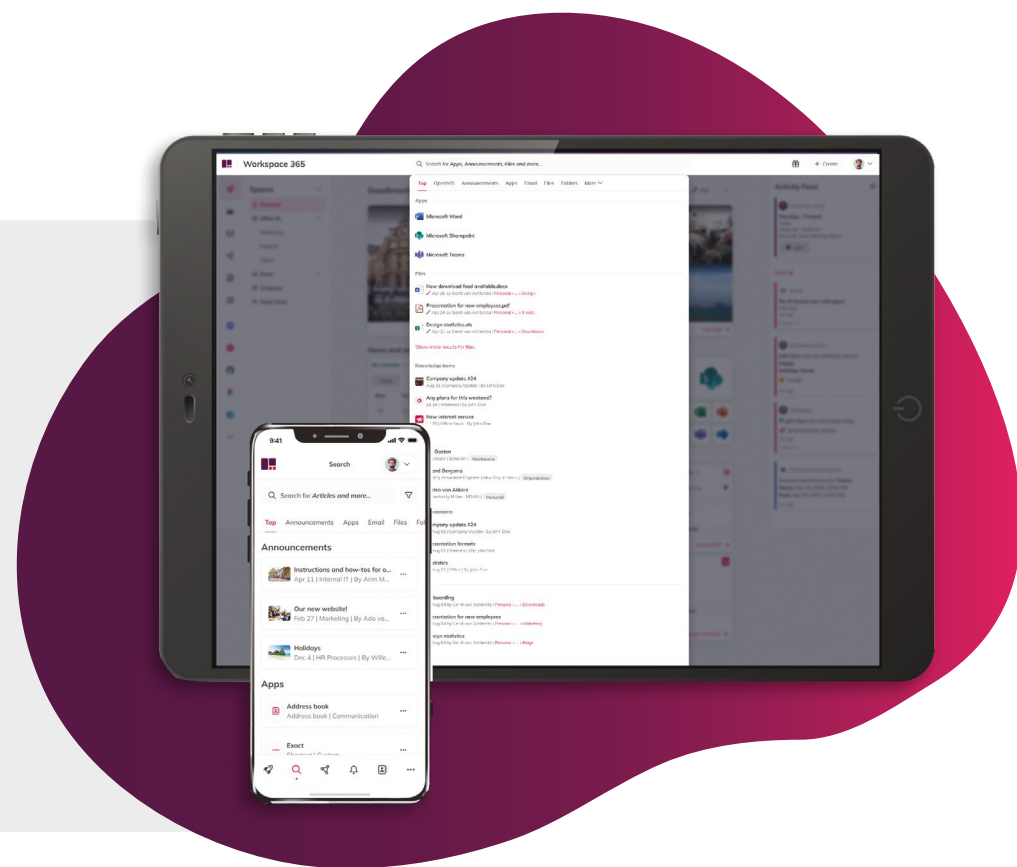


## Order out of chaos: everything simplified

Creating order out of chaos and simplifying the way people work through a single secure login removes the hassle of adapting to each and every system and application. Workspace 365 DMS is **specifically designed to work and integrate with Microsoft Office 365**, the 'de facto' global leading solution for collaboration and office applications, and we enable the following:

## Access Anytime, Anywhere, on Any Device

Work is now considered an activity - not a place, with employees accessing systems and applications on a 24/7/365 basis. We ensure documents are securely available at all times, on any device, regardless of location. Mobile and office-based employees have the same access to documents and information wherever they are working.



## Easier Collaboration & Sharing

DMS in the cloud enables employees to quickly and easily collaborate online - working on documents together and sharing output and files with colleagues. **Never again will anyone work on an outdated version of a document, and everyone sees exactly what's being done to a document in real time.**

Feedback and responses are immediate, with documents shared as a link to the latest version, and not as attachments that cause so much confusion.

Staff can save files to bookmarks, so they easily find them again without searching through documents, and they're all working on the same system, eliminating generic solutions like Dropbox or Google Drive. And when employee leave the business, there's no concern about losing documents or information, as everything is stored and updated centrally.



## Easy Management & Maintenance

Installing updates and security patches, maintaining licences, managing unexpected failures, and maintaining on-premise infrastructure is costly to do in-house. And the global shortage of IT talent makes it harder to find and retain valuable people with the knowledge and skills needed.

DMS in the cloud means you're free from any maintenance, as we continuously manage and update the system, ensuring it's always up-to-date.

With our cloud DMS solution we continuously manage and update the system, ensuring minimal impact at user level and removing the pressure of on going call-outs to the IT department.





## Costs & Time Savings

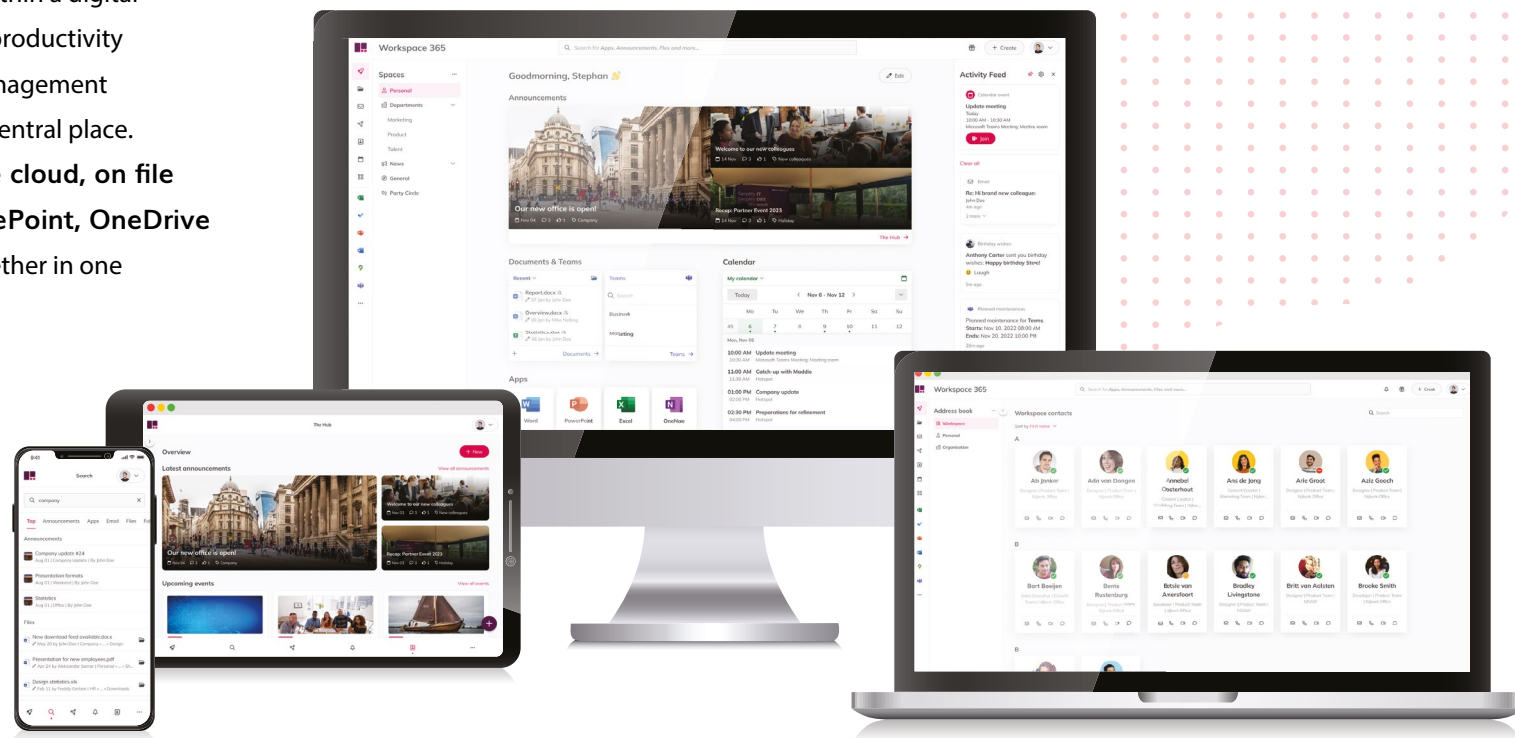
There are no more endless searches for the right documents and information, increasing productivity individually and collectively through efficient collaboration. And as management and security are outsourced, there's more time for IT managers to work value-added initiatives.

Cloud based systems can be rapidly built. The acquisition and implementation costs are much lower. Whereas the implementation of a traditional DMS sometimes takes months, the Workspace 365 cloud DMS can usually be set up within a few days.



## Integrates with other softwares

Switching between applications causes frustration, delays, and a loss of productivity. DMS within a digital workspace means employees maximise productivity through optimal workflows and time management with simple access to everything in one central place. It doesn't matter whether it's in the cloud, on file servers, or in applications like SharePoint, OneDrive or Teams - we bring all documents together in one web-based DMS.



# Ready for the next step?

As we already explained, Workspace 365 integrates seamlessly with Microsoft 365, operating separately or as part of our award-winning digital workspace. Either way we create a single place where employees access all documents and applications - removing IT complexity, optimising efficiency, and saving costs on hardware and licensing,

And through an intuitive portal that brings documentation, data, communications, and collaboration together, employees focus on what's most important and productive to the organisation.

If you'd like to know more about our DMS solution and Workspace 365, please email us at [contact@workspace365.net](mailto:contact@workspace365.net) or [click here](#) to learn more about our platform.

## Our contact details

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Everything Simplified.

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