



Records and Document Management Solution

Keeping your documents and records secure, accessible, and compliant

Titan Workspace is a comprehensive suite of document management and productivity applications, meticulously crafted to streamline the management of records and documents within Microsoft 365. It stands as a singular, cost-effective solution that optimizes Microsoft 365 for all users, eliminating the need for expensive SharePoint custom development or extensive training.

Key Benefits

This solution is primed and ready to use 'out of the box', offering a secure and collaborative platform for effortless management of document security, restrictions, and approvals, all without the need to master SharePoint. It can be swiftly deployed and tailored to fit your specific operational scenarios.

- Optimizing the process of records and document filing.
- Simplifying the setup of user access permissions for documents.
- Overseeing comprehensive document approvals with role-based approval rights.
- Administering internal compliance requirements, including legal, HR, and operational aspects.
- Expanding Guest Portals to provide access to all documents and information to external users.
- Enabling offline work capabilities with robust document security.
- Implementing search and indexing of documents and records, complete with version control.
- Coordinating task management and progress tracking.
- Establishing centralized repositories for diverse user groups such as departments, projects, faculties, and classrooms, particularly in educational settings.



Exploring User Scenarios for Document and Record Management with Titan Workspace

1 Tailoring Document Repositories to Meet Organizational Requirements

Titan Workspace facilitates the structured and systematic filing of documents, records, and emails based on their unique properties and specific requirements. It empowers users to create custom folders and categories, thereby enhancing the ease of locating and managing documents. By guaranteeing a logical and purposeful storage of documents, it minimizes the risk of document misplacement or mismanagement, thereby offering a more efficient document management experience.

2 Customizable Document Approval Policies Tailored to User Requirements and Process Needs

Titan Workspace simplifies the document approval process. Users can select any document and establish workflow rules that include multiple approvers, complete with tracking and history. Each approval task can be dynamically routed to various approvers. Once approved, documents are secured with e-signatures and are automatically filed in their original folders or repositories. The system features a user-friendly dashboard for tracking approvals. With our solution, the possibilities for automating your document workflows are limitless.

3 Simplifying Document Sharing for Internal and External Users

Navigating document sharing through Teams or Office365 can be daunting, particularly when it involves custom groups, project teams, departments, or guest users. The process of creating these groups can appear complex, and the intricacies of SharePoint often lead business users to resort to email for document sharing. Titan Workspace simplifies this process, eliminating the need to understand SharePoint. We offer dedicated portals for guest users, providing a space where they can easily access all documents and securely collaborate with internal active directory users.

4 Integrated E-Signature Feature

Titan Workspace incorporates a built-in e-Sign service within the document management system. This feature has enabled our customers to lessen their reliance on third-party e-signature services, resulting in substantial savings by reducing their dependence on such services for internal use by at least 70%. Our solution is also fully compatible with Adobe e-Sign. It's being utilized across various departments such as HR, Legal, Vendor Management, Procurement, Finance, and Sales, demonstrating its versatility and endless potential.

5 Secure Offline Access to Office365 Documents

Ever been stuck without internet but needed access to your crucial Office365 documents? Titan Workspace delivers secure offline access to your chosen document repositories. Now, you can view, edit, and create documents with ease, even without an internet connection. Plus, rest assured knowing that all offline documents maintain their original security settings and restrictions. Enjoy seamless productivity, anytime, anywhere with classic Windows file explorer experience.

6 Enhancing Internal Compliance

Say goodbye to the inconvenience of pursuing employees or guests for acknowledgment of crucial documents such as policies, procedures, or learning materials. Titan Workspace provides a user-friendly dashboard that allows you to effortlessly track who has read and acknowledged the shared documents, thereby eliminating the need for manual tracking. With the added feature of automated reminders, the administrative workload is further reduced. Our customers have reported a significant improvement in their internal compliance across various departments, including HR, Procurement, and Legal.

7 Managing Document Security without SharePoint Knowledge

Sharing a document via Teams or Office365 can pose a challenge, particularly when complex restrictions need to be applied. Business users often struggle to comprehend the intricacies of SharePoint permissions, leading to potential security compromises during document sharing. Titan Workspace addresses this issue, enabling restriction application without the need for SharePoint expertise. It safeguards sensitive information and regulates document access, ensuring that only authorized individuals have the ability to view, edit, and download confidential documents.

8 Enhancing Document Security in MS Teams Without SharePoint Expertise

MS Teams channel files are typically accessible to all members, potentially exposing sensitive information. This is unless you master SharePoint and apply specific access restrictions. However, many Teams users are unfamiliar with these procedures, leading to potential confidentiality breaches. Titan Workspace simplifies this process, enabling you to secure your Teams channel files without needing SharePoint expertise. We address a significant concern regarding document security and privacy within MS Teams.

9 Enhancing Document Discoverability

SharePoint and M365 users frequently face challenges in locating the appropriate documents due to the extensive number of files and folders dispersed across various locations such as shared drives, personal folders, emails, Teams channels, or SharePoint repositories. Titan Workspace is designed to assist employees in effortlessly locating pertinent documents, thereby saving valuable time. The solution simplifies the document filing process by establishing centralized repositories that are tailored to business needs. Here, all documents are systematically stored and organized, ensuring easy access and effective version control.



Security



Compliance



Approvals



Guest Portal



Workflows



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