Titan Workspace

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.

- 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.

- Enabling offline work capabilities with robust document security.

Security   **Compliance**   **Approvals**   **Guest Portal**   **Workflows**

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Exploring User Scenarios for Document and Record Management with Titan Workspace

1 Unified dashboard for all document sources and repositories.

In today's digital landscape, documents are dispersed across various platforms – from laptops and OneDrive toTeams channels, ERP systems, emails, SharePoint sites, and beyond.Titan Workspace addresses these issues head-on by simplifying document management with an intuitive dashboard that integrates all document sources into a single, user-friendly interface. Titan Workspace facilitates the structured and systematic filing of documents, records, and emails based on their unique properties and specific requirements

2 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 complexities of SharePoint. We offer dedicated portals for guest users, providing a space where they can easily access all documents and securely collaborate with internal users.

3 Document Workflows Tailored to Customer 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.

4 Built-in Free E-Signature Services

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%.

5 Secure Offline Access to Your 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. Offline documents maintain their original security settings and restrictions. Enjoy seamless productivity, anytime, anywhere with classic Windows file explorer experience.

6 Managing Document Security without Learning SharePoint

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 by safeguarding sensitive information and by regulating document access, ensuring that only authorized individuals have the ability to view, edit, and download.

7 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 these documents, thereby improving your internal compliances.

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Microsoft 365

Microsoft Teams

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