

As the saying goes: order is half of life! It simplifies many things, because you can find things if you stick to a specific structure and have discipline! In day-to-day business, this order is all the more important. It not only saves time, but also money. Based on Microsoft SharePoint online / Microsoft 365 and the flexible structure of the **Function Center**, we support you with the

File Management

set up this structure. Easy-to-use functions allow you to build an electronic file, just like a paper file! Through corresponding document categories such as contracts and types, e.g. rental or purchase contracts, documents can be easily clustered. Chronological sorts allow a uniform structure. Full-text search as well as various filter options enable quick retrieval.

Improve communication with partners, customers, or colleagues. Electronic file management at a glance:

MANAGE FILES AND OPERATIONS

- Simple central storage of documents of all kinds (text, image). Various formats (xdoc, xlsx, pptx, pdf, tif, gif...)
- Div. Filteroptionen
- Full-text search

ACCESS RIGHTS & USER SETTINGS

- Individual assignment of rights to files and Benutzerebene
- Fine-grained permissions (read, write only...)
- Collaboration with external partners or customers

DEADLINES & RESUBMISSIONS

- Documents subject to retention are archived and automatically deleted after the deadline.
- Resubmission in case of notice periods of contracts

AUSWERTUNG & REPORTING TOOLS*

- Statistics on transactions (duration of processing, quantity analyses, cluster evaluations)
- Simple export function to Microsoft Excel
- Dashboard Overview

to be ensured. Relieve your employees. Reduce the effort of searching, filing, and distributing documents. Make it easier for your team to keep track. Know where documents are located and who has access to them! No sending around as mail attachments! Easily "share" documents and information and edit them together. This makes adherence to compliance guidelines child's play. And it also reduces the effort to document compliance. The implementation of the file management functionalities is described in detail in the user manual!

We will be happy to inform you and show you the possibilities that can be used cost-neutrally with the **Function Center** module in addition to **file management**. Of course, we are also happy to provide you with our business solution for Microsoft SharePoint online or Microsoft 365 for all other modules. Talk to us.