



State of the art document management

Live-Docs is an innovative and flexible tool that supports an organisation's digital archiving and management of documents, regardless of its business profile. The main goal of the system is to store business documents digitally in a safe, easily accessible place and organise them in such a way that access and retrieval of them is as easy as possible - all this within a standard web browser window.

Access and control – whenever, wherever

The Live-Docs document management system can be provided either within a cloud SaaS (Software as a Service) Environment, as a standalone solution installed on the client's server or client selected Data Centre to build a private cloud. In both cases documents uploaded into the system can be accessed from any device with Internet connection.

Security without compromises

Specially designed databases provide the platform for efficient use of electronic content at a level impossible to achieve with paper documents. Time to find an invoice, order or personal folder from dozens, hundreds or thousands of records can be measured in seconds.

Optimised for performance

Connection to Live-Docs is always encrypted (SSL) and only users who have been granted the appropriate permissions can access resources. A user's activity is recorded and visible to the administrator, who can also control which users are entitled to which permissions.

Key features of the system

Document profiles and attributes

Custom profiles can be created for each and every type of document, e.g. Purchase Invoices, HR Records, and Delivery Notes. Further documents can be described by attributes decided by the user, e.g. Invoice Date, Last Name, Insurance Number so as to minimise the time needed to find required records. Instant retrieval!



Users and groups

Control access to each document profile by creating password-protected user accounts and grouping them into departments corresponding to those existing in your company, e.g. HR Department, Accounts Department etc.



Live-docs Records Retention

Helps maintain your own retention schedule and keep your records in order, as per your records management policies in line with the new GDPR Rules.

GDPR

Featured Controls

Live-Docs has many features to assist users with day to day tasks, features such as edit attributes, document audit log, document version control, send via email, create a comment, document download and multiple view options. These features are also available on a bulk basis for multiple documents at the same time.



Upload documents directly from Network

Turn on the monitoring of selected directories on a local drive to automatically upload their content to live-docs select profiles and attributes. Scan, convert and transfer content of your paper documents directly to live-docs profiles using any compatible scanner.



Audit logs and activity

Check users that are logged into the system and if needed remotely close selected sessions. Check system logs and reports to monitor user's activity and control available system resources. Logs are also created against individual documents, check who has accessed, their activity and when.



Advanced Permission Structure

A robust administrator defined mechanism allows control of who can view/edit/delete documents in each profile.



Collaboration

Comments and notes on projects and work being handled by multiple users can be added and shared directly under relevant documents.



File Format

Live-Docs can handle a wide variety of file types not just PDF's. Upload and search through the content of text documents (DOC, DOCX, RTF, TXT), spreadsheets (XLS, XLSX), PDF files and many more. Select profiles and attributes as normal.



Key business benefits

Integration of all document management processes with one simple tool

Instead of using e-mails to discuss documents, FTP folders to share large volumes of data and file servers or external discs for their archiving, you can use one tool for all of these activities. There is no need to install additional software or purchase additional hardware.

Immediate access to data

Documents uploaded into the system are immediately visible to all authorised users. Invoices scanned in Manchester can be displayed on a colleague's monitor in London seconds after being scanned.

Cost savings through more efficient use of space

The introduction of electronic documents rather than paper significantly reduces the amount of space needed to store documents in the traditional form which leads to less demand on ground space and significant cost savings.

Cost savings through less demands on labour

Advanced search mechanisms and tools which can manipulate the displayed search results ensures the user finds the desired document among thousands of records in seconds.

Scalability and flexibility

The system design allows the creation of a company account online or implementation of an 'in-house' solution quickly covering a range of functions that are initially required by the customer. As the business expands and needs grow, the system can be extended to include additional features and resources.

GDPR Benefits

- **Right to Rectification** - Live-Docs DMS allows for the completion and amendment of personal data, where such data is incorrectly stated.
- **Right to erasure** - Known as 'the right to be forgotten' Live-Docs enables the deletion of personal data.
- **Subject Access Requests (SAR)** - With legacy data converted into digital formats, SAR can be satisfied well within the 30-day timescale imposed by GDPR, this will be particularly helpful, given that the £10 charge (which the previous 1998 DPA allowed to help fund SAR) has now been removed!

An aerial view of a city at night, featuring a prominent multi-lane highway with light trails from traffic. The city is filled with buildings, and a network of white lines with glowing nodes connects various points across the scene, suggesting a digital or data network. The overall color palette is muted, with greys, blues, and whites.

live-docs



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