

Cloud Document Management

Cleardata offers Cleardox EDM, a bespoke cloud based electronic document management system. Enable fast access to your digital documents, improve compliance and security, with UK hosting in Microsoft Azure.



Cleardox EDM

Cleardata's bespoke cloud document management system, Cleardox EDM, enables secure online document management for your business information.



Document Management - Cleardox can store any type of document e.g. Word, Excel or PDF and index with inherent metadata. Index fields can be made compulsory for compliance and consistent records management purposes.



Fast Search & Viewing - Find documents at the touch of a button. Cleardox offers keyword, wildcard and advance search, with the ability to save searches. System document viewing tool allows PDF bookmark viewing and to copy OCR text.



Workflow - Cleardox offers basic workflow functionality and our team can create bespoke workflow if required.



Compliant - The system has been designed with GDPR compliance in mind, allowing data to be indexed and classified consistently.



User and Group Management - Easy to use admin centre to enable management of user profiles and group access.



Upload Documents - Ability to upload documents directly from your desktop with Windows style functionality.



Audit Trail - View a full audit trail by company, department or user. activity by date, time, user and action.

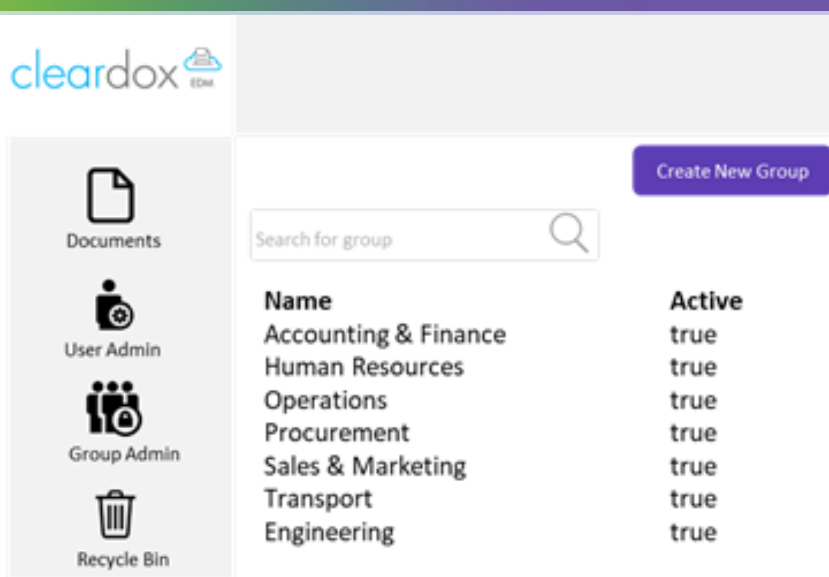


Version Control - Document control by version number, size, created by, date and current version.

Cleardox EDM



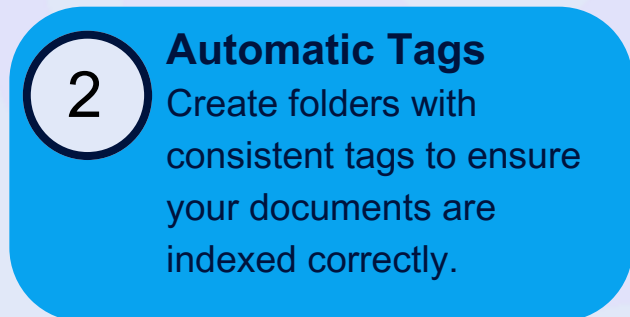
Our Cleardox Electronic Document Management System has been designed with the end user in mind, providing a number of features which are easy to use and set up.



1

Document Groups




Control and create access to your documents via easy to set up document groups.



2

Automatic Tags

Create folders with consistent tags to ensure your documents are indexed correctly.

000123_Smith_Jane_Contractual	
	Collections
	Audit Trail
	Metadata
Title	Value
Current_employee	Yes
Document Type	Contractual
Employee Number	000123
Employment Termination Date	
Firstname	Jane
Surname	Smith

Cleardox EDM

Enjoy advanced search functionality and built-in document viewer providing fast and easy access to your digital records.



Documents



User Admin



Group Admin



Recycle Bin

Search for group



Create New Group

Name	Active
Accounting & Finance	true
Human Resources	true
Operations	true
Procurement	true
Sales & Marketing	true
Transport	true
Engineering	true

3

Advanced Search

Fast search functionality, with flexible functions, including a favourite search builder.

4

Document Viewer

Easily download documents, or view in the built-in document viewer. See capabilities below.

000123_Smith_Jane_Contractual.pdf



View



Download



Edit Name



Copy



Move



Delete

Location: Current > 000123_Smith_Jane > Contractual

Size: 401 KB

File Type: PDF

Created on: 01/01/2019

Created by: C Jones

File Formats Viewable Using Built-in Document Viewer

Microsoft Word (doc), Word Processing ML (docs, xml), Rich Text Format (rtf), HTML, Open Document (odt), Adobe Portable Document Format (pdf), Plain Text (txt).

Why Choose Us?

Cleardata is certified to the latest BS standards, provides secure facilities and has invested heavily in IT & cyber security.

Secure Services

- Securely tracked collection.
- Facial & biometric entry systems.
- 24 hour CCTV.
- Enhanced VESDA fire detection system.
- Hydrosense water detection system.
- Perimeter fencing.
- Full audit trail.
- Qualified Data Protection Officer.



IT Security

- Cyber Essentials & Cyber Essentials Plus certified.
- Secure locked server room.
- Microsoft Azure data centre.
- CrowdStrike endpoint detection and response.
- External SEIM Solution maintained by Netitude's security operations centre.
- Privileged access management.

Case Studies

Certifications

Facilities

Certified & Trusted



BCMS 738207



FS 505511



EIMS 617113



IS 541786



Data Protection Act 2018

