

Cloud Document Management

SPS 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

SPS' 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.



Workflow

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



User and Group Management

Easy to use admin centre to enable management of user profiles and group access.



Audit Trail

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



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.



Compliant

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



Upload Documents

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



Version Control

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

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The Power of Possibility

Cleardox EDM

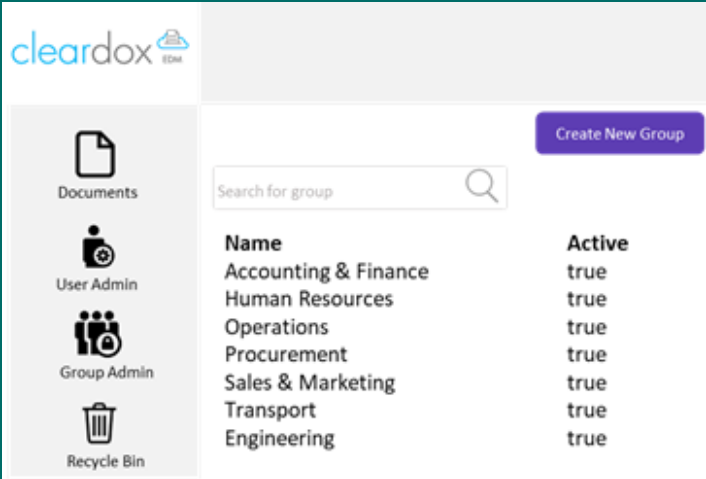
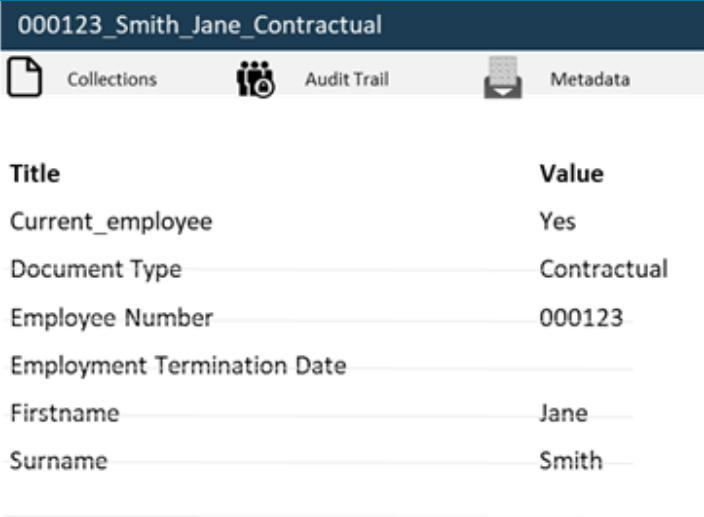
Our Cleardox Electronic Document Management System has been designed with the end user in mind, providing a number of features which are easy to use and set up.



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.

Cleardox EDM

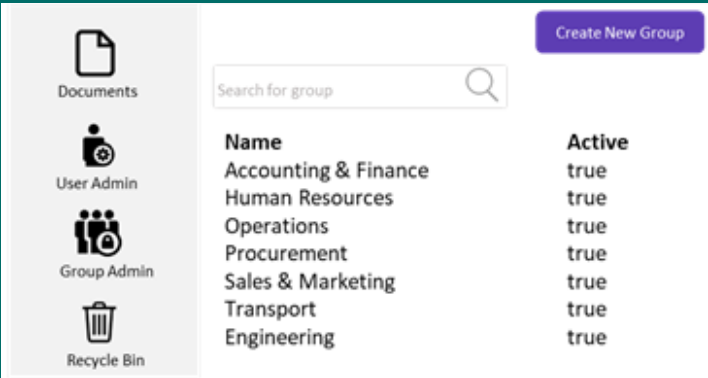
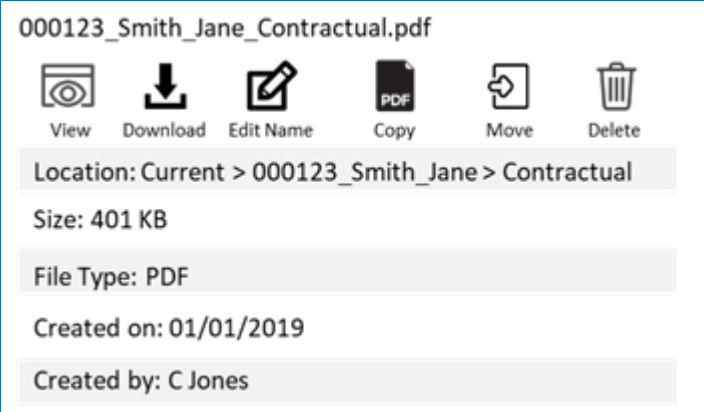
Enjoy advanced search functionality and built-in document viewer providing fast and easy access to your digital records.



3

Advanced Search

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



4

Document Viewer

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

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?

SPS 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 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



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