Cloud document management

- ✓ Store documents in the cloud using Cleardox EDM
- ✓ Fast, flexible access from any location
- ✓ Secure document management system
- ✓ Folders with automatically tagged metadata
- ✓ Set up document groups
- ✓ Advanced search functionality
- ✓ Full audit trail
- ✓ Version control
- ✓ In built document viewer
- ✓ Full user management and admin
- ✓ Document compliance functionality

`
Call our experts
0800 046 8081

Cleardata's bespoke cloud document management system, Cleardox EDM, enables secure online document management for your business information. The system can store any type of document e.g. word, excel or pdf and index with relevant metadata to allow you to search information quickly and easily. It's been built with GDPR compliance in mind, allowing information to be indexed and classified in a consistent manner.

Secure your documents in the cloud and provide fast search and retrieval from any location. The system offers basic workflow functionality and our IT team can create bespoke workflow if required.

Security

Data protection is paramount to our business. Cleardata is certified to ISO27001 for Information Security, with information held in a secure UK data centre, assured to the same high standards. Hosting is built on VMware technology with 24/7 onsite support, offering market leading SLA's. The system will automatically log off after a 30 minute period of inactivity.

Index and Classify Documents

Save documents to folders with inherent metadata to ensure documents are indexed and classified in a consistent manner each and every time. Metadata fields can be made compulsory to meet your compliance needs.

User and Group Management

Admin centre to enable easy management of user profiles and group document access permissions.

Fast Search and View

Find your documents quickly and easily, at the touch of a button. Cleardox features keyword, wildcard and advanced search functionality, with the ability to save favourite searches to enable users to personalise their experience.   Documents can be viewed within the system using an in built viewing tool. PDF viewer allows you to view bookmarks and copy OCR text.

Version Control & Audit Trail

View a full audit trail by company, department or user. Provides detailed activity by date, time, user and action. Document version control by version number, size, created by, date and current version. With the ability to view /add version at a document level.

Upload Documents

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

Cleardox EDM System

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.

cleardox EDM

- 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

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

Document Groups

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

Automatic Tags

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

Advanced Search Functionality

Fast search functionality, with flexible functions, including a favorite search builder to suit user needs.

Document Viewer

Easily download documents or view in the in built document viewer.   See capabilities overleaf.

Advanced Search

Search only in: Current

Metadata Search Builder
Metadata Name
☑ Must Match 🗑 Remove
Search...

File Type
All (Files and Folders)

Created/Uploaded Date
From   To

Add another filter

File Size Range
From   To
0   KB

Document Uploaded By
Search...

☐ Include Files in Bin

Search

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

What file formats can be viewed on in built document viewer?

Microsoft Word (doc)
Word Processing ML (DOCX, XML)
Rich Text Format (RTF)
HTML
Open Document (ODT)
Adobe Portable Document Format (PDF)
Plain Text (TXT)