

Shield Docs Board

Securely compose and disseminate board packs
and manage governance in a timely manner



As we embrace the advances of digitalisation and online collaboration, it is crucial for organisations to maintain document security - especially when it comes to the commercially sensitive information contained in board papers.

Securely compose and freely share confidential information among board members with Shield Docs in a simple and intuitive way, allowing full control of who sees the data and what happens to it once it is accessed. If sensitive files end up in the wrong hands, a responsible board needs to be able to rescind document availability to certain users, and to be able to remotely terminate access to those files.

Shield Docs 'Board' provides layered security with enhanced productivity and intelligence features to facilitate safer, smarter and more efficient business in the cloud. Its purpose-built calendar driven workflows can help streamline corporate governance processes when compiling and composing board packs by notifying board pack participants when submissions are due. It can also ensure the information is ready and disseminated in a timely manner with the added ability to vote on, approve and eSign documents.

The 'Board' solution gives users a commercial advantage by reducing operational costs through productivity gains and efficiency benefits. It creates an environment of trust and security, enabling users to focus on the task at hand whilst reducing risk and ensuring compliance.

KEY FEATURES

INTUITIVE FUNCTIONALITY

- Ability to **annotate** papers and shred notes
- Remote voting ability
- **Redact** keywords or entire pages to maintain document privilege
- Embedded eSigning functionality
- Calendar driven **workflows**
- Approval workflow tracking and reporting
- Accessible on any device including smartphones and tablets
- Secure file transfer and storage

GRANULAR USER ACCESS AND RIGHTS MANAGEMENT

- Admins can invite specific users
- Ability to allocate document access **permissions** per user such as print, download or view only

REPORTING, AUDIT AND FORENSICS

- Designed by data forensics experts
- Ability to track every action within the workspace with fast recovery
- Out of the box reports and real time **dashboards**
- Detailed usage **reporting** functionality

REMOTE DOCUMENT ERADICATION

- Remote document access **termination** from anywhere, at any time if suspiciously nefarious or unauthorised activity detected.

FLEXIBLE PAYMENT OPTIONS

- Subscription billing per user, per workspace, per month. Great for smaller companies
- Or purchase per workspace, per annum including unlimited users and rotation rights. Suitable for larger enterprises.

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