



Online Business
Applications and Solutions
2018



EDM for online e-document management:

EDM is an online document management system for collaborative projects that require groups/teams to work on the same set of documents.

Features and benefits:

1. **Remote access:** EDM enables team members quick and easy access to the same set of documents from anywhere via a standard web browser.
2. **Permission structures:** hierarchical permission structures can be set to allow managers, coordinators and other participants different levels of access, depending on their specific role/s. The hierarchical file structure allows for access inheritance which means that new documents will have the same permissions as the category or sub-category within which they have been placed.
3. **Mobile friendly:** the platform hosting the documents is fully responsive and therefore documents can be accessed easily via smartphone
4. **Single source:** EDM allows organizations/groups/teams to manage and maintain a single centralized source of documents and media files. This eliminates multiple copies\versions of the same documents.
5. **Security:** Documents are hosted in a secure space on the webserver. Unless otherwise specified, user accounts are created manually by an administrator and permissions specifically set for individual access to document categories (i.e. read only/ edit/ publish/ delete). The platform can either be private (exclusive to an organisation or individuals), public access or public access to selected documents or media.
6. **Ease of use:** The layout and interface of the platform is very user-friendly with a customizable clear and logical layout.
7. **PDF indexing:** good quality PDFs can be indexed for searching
8. **Document approval:** can be specified
9. **Notifications and logging:** Download/upload notifications via email
10. **Bulk document upload/import** (admin function)

Also see screenshots below...

Product applications:

EDM is the perfect solution to centralise data which should be accessible by different groups/individuals. In particular, its ability to assign different permissions to different document categories adds a layer of security which is almost always a requirement for electronic document storage systems. It allows multiple people to use/collaborate/contribute to documents in an easy, secure manner.

- **Training and Development:** EDM provides a perfect solution for the requirements set by MICT SETA (all documentation must be electronic - no paperwork). EDM enables learners, facilitators, assessors and moderators to access documentation from anywhere, and on completion of a learnership

project, electronic documentation can easily be exported to a disk or other media to submit.

- **Project teams:** Easy and secure remote collaboration and contribution
- **Human Resources teams:** staff documentation and policies - centralized and managed for the whole organisation
- Secure and private controlled document access and sharing - easy to upload, edit and download documents and media files
- **Sales/marketing/branding teams:** manage only one single source with only the latest versions of any branding and/or corporate brochures, catalogues, quotes, templates, flyers and product specifications to ensure your customers never receive outdated or inaccurate information

Implementation:

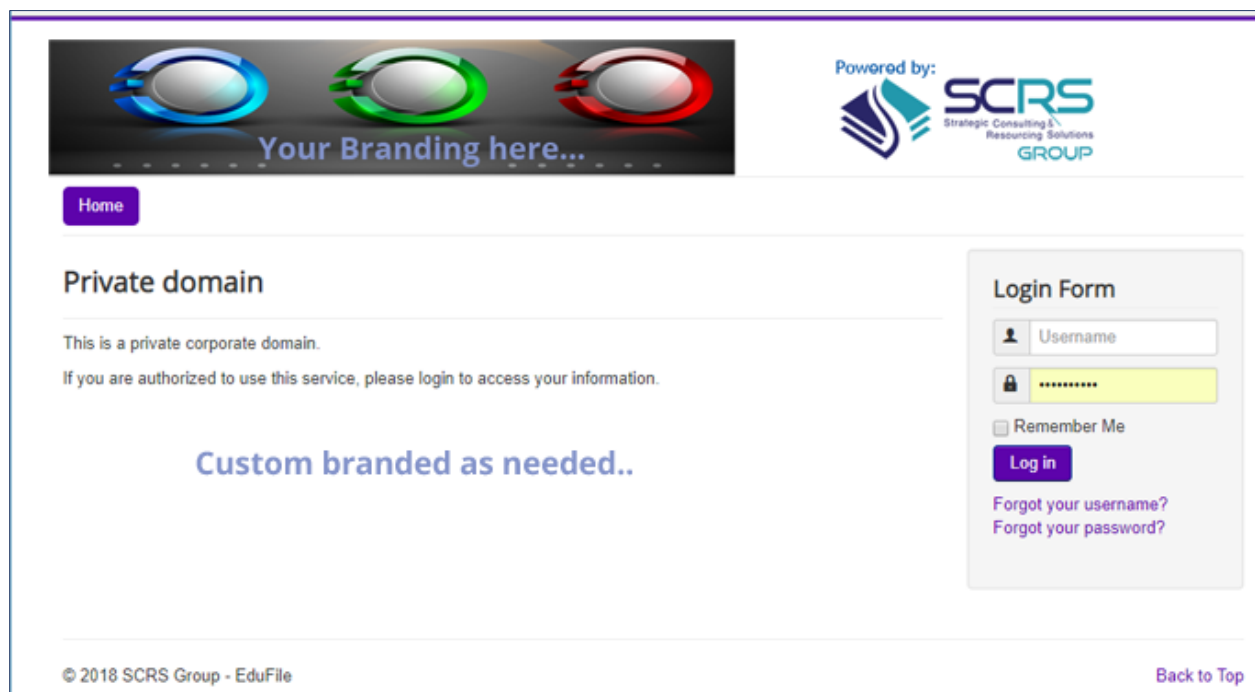
No investment in infrastructure or hardware required.

SCRS sets up a secure online space and configure according to client requirements. Individual login accounts are created along with appropriate permissions. Training, demos and step-by-step guide/s are provided and also made available online. Email accounts can be created if needed. Initial document sets (if any) can be uploaded.

User support and technical provided - response within 24-hour period.

Depending on specific requirements, a setup fee may be required and a monthly charge will apply for hosting, management, administration and support.

Screenshots:



The screenshot displays the SCRS EduFile interface. At the top, there is a banner with three colored ovals (blue, green, red) and the text "Your Branding here...". To the right of the banner is the SCRS logo, which includes the text "Powered by: SCRS Strategic Consulting & Resourcing Solutions GROUP". Below the banner is a "Home" button. The main content area is titled "Private domain" and contains the text: "This is a private corporate domain. If you are authorized to use this service, please login to access your information." Below this text is a large blue button that says "Custom branded as needed..". On the right side of the page is a "Login Form" with fields for "Username" and "Password", a "Remember Me" checkbox, and a "Log in" button. Below the login form are links for "Forgot your username?" and "Forgot your password?". At the bottom left of the page is the copyright notice "© 2018 SCRS Group - EduFile" and at the bottom right is a "Back to Top" link.



Home **Group 1** Group2 Group 1 Group 2 Userguide

Group 1

Members of this group:

First Name	Surname
[blurred]	[blurred]
[blurred]	[blurred]
[blurred]	[blurred]
[blurred]	[blurred]
[blurred]	[blurred]
[blurred]	[blurred]
[blurred]	[blurred]
[blurred]	[blurred]
[blurred]	[blurred]
[blurred]	[blurred]

Customisable layout, look & feel

Login Form

Hi Super User,

[Log out](#)

User Menu

- Your Profile
- Submit an Article
- Site Administrator
- Template Settings
- Site Settings

Sub Categories

Pada Hope Siswa
(12 Documents)

Nimata Tasi (
12 Documents)

Nimata Dasi (
11 Documents)

Nimata Nigaya (9 Documents)

Kimata Mase (8 Documents)

Emata Omas (7 Documents)

Categories

- NC-EUC - **Pada's** Learners
- ... **Group 1**
- ... **Pada**



Home **Group 1** Group2 Group 1 Group 2 Userguide

Pada Hope Siswa

[Upload](#)

Display:

Ordering ASC

Login Form

Hi Super User,

[Log out](#)

Test

Customisable layout, look & feel..

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User Menu

- Your Profile
- Submit an Article
- Site Administrator
- Template Settings
- Site Settings

formative assessment 1

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summative assessments

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