

Business Solutions

eDocsOnline.com is the perfect low-cost option for document storage and a cornerstone solution for document management. It gives you the ability to quickly and easily manage documents and folders across the company or around the world. The online nature of the application significantly improves communication efficiency and helps your business to save time and money.



Have a look on how your group, department or an entire company can get the most out of *eDocsOnline.com*.

✓ Sales

Instant access to the latest documents and files is really critical throughout the sales cycle. Create a Sales Team folder and post there the price-lists, sales presentations and order forms. Set up a notification process, so your sales force is immediately notified when you update a price-list or change the order form. *eDocsOnline.com* allows sales teams to access up-to-date documents whenever and wherever they want, on the road or after hours.

✓ Human Resources

eDocsOnline.com helps you to optimize the process of storing large volumes of resumes, of searching files, and of managing and distributing documents. Store company-wide vacation request forms, time slips, benefit packages, and employee handbooks. Create a secure, limited-access folder for confidential HR information. Cut the processing time by searching for keywords and phrases, e.g: "MBA", "Quickbook", etc. Set up a notification process to keep hiring managers well informed.

✓ Legal

Security procedures make *eDocsOnline.com* the perfect solution to store legal documents. Assign different access levels to a folder and control who views the document and who can edit it. Eliminate version frustrations by choosing between current and archival versions. Trace the history of each document, and identify when and by whom the document was created or changed. Cut the processing time by searching for keywords ("Accon LLC", "NDA", etc.). No matter where you are, at your desk or at the client's office, contracts, releases, signature pages, NDAs can be easily and securely accessed over the Internet.

✓ Marketing

Marketing specialists benefit from instantaneous and timely sharing of logos, branding materials, photos, and videos. Share an entire folder with your co-worker or simply send an e-mail with documents' link to your business partner. Hassles of bounced e-mail are avoided. Size of your files is not critical anymore. Plus, you cut the cost of shipping media and CDs. And, external users can participate in discussions via attached comments and can be involved in the notification process without having to pay a subscription fee. Collaboration is convenient, secure and effective.

✓ Finance and Accounting

Create a folder as a central repository for forms, expense documents, procedures and guidelines so that all employees can stay well informed. Display confidential financial data in a secure, limited-access folder. Use powerful *eDocsOnline.com* tools and manage documents in the most convenient way:

- search by keywords ("expense report", "annual forecast", "vendor");
- choose between current and archive versions;
- set up a process to receive immediate notification when forms are filed or service contracts are updated;
- assign access levels so the right people get the data they need.



Project Engineering

Regardless of geographic location, members of a project or engineering team can securely share schedules, design plans, deadlines, images, and other files.

Share an entire folder or simply send an e-mail with a link to your co-worker or business partner. Hassles of bounced e-mail are avoided. The size of your file is not critical anymore.

Set up the notification process and be instantaneously alerted when a client or staff member reviews or updates the schedules and reporting documents.

Use *eDocsOnline.com* as a central repository for all your important files. Create a folder for each department, project or remote workgroup for logical, easy access by any authorized user.

Publish important documents company-wide. Post your corporate policy manual, quarterly forecasts, annual reports, sales presentations, and branding materials so that all employees can stay well informed. Create limited-access folders with confidential information. Assign different access level and control who views the document and who can edit it.

Securely share large files, like presentations, videos, manuals and spreadsheets with colleagues, remote workers and business partners. Avoid hassles of bounced e-mail and cut your shipping costs.

Work out document templates and customize them in a way that is familiar and convenient for you (i.e. "customer name", "project name", "product", etc.). Annual subscription to *eDocsOnline.com* service gives you the right to have five templates developed by our Customer Support Center.

Use extensive search capabilities and search by keywords and phrases. Advanced search allows you not only to find documents by document field but to do it within a specific range (i.e. you can search for projects by deadline, "January 2005 - March 2005").

Set up a notification process and be instantaneously alerted when schedules, price sheets, and deadlines are updated.

Use the comment field to establish forums on any topic to generate feedback or new ideas from a specified group or an entire company. External users can participate in it as well.

And do not worry about backup anymore. With *eDocsOnline.com* your documents are secure and protected from any disaster!

Access documents 24/7 from any Internet-connected device. Concentrate on your core competencies, increase focus on your business and customers, and be more creative and experimental!

To learn more about *eDocsOnline.com* visit the demo corner of our web site.

eDocsOnline.com also offers a 15-day free trial of the fully functional version with no obligation.

For further questions, please contact us at support@edocsonline.com.