dokoni SYNC & SHARE

Category

Document
Capture &
Management

Characteristics

- – Document capture
- – Document processing
- – Document distribution
- – Content management

dokoni SYNC & SHARE
Content Management by Konica Minolta

Giving Shape to Ideas

ENHANCED PRODUCTIVITY –
INDEPENDENT OF TIME, PLACE AND DEVICES

Today's business world undergoes ever-faster changes, with new technologies and global integration forcing enterprises to innovate continuously. Applying themselves and responding to these changes is critical for the success of any business. Companies will only ensure their ongoing competitive advantage if they find ways to react flexibly to new challenges and are ready to adopt new trends without hesitation.

Sharing files with internal as well as external collaborators plays an important part in every-day work routines. dokoni SYNC & SHARE offers project teams the flexibility they are familiar with from consumer cloud solutions combined with the security that is crucial in business. Employees can easily create and manage their own working environment to drive projects faster and more efficiently than ever before – because, with dokoni SYNC & SHARE, they can work wherever they are, whenever they want, and with whatever device they choose.

dokoni SYNC & SHARE provides flexible access management and sharing of data and information with internal as well as external stakeholders and collaborators. Corporate files and documents are protected in line with the policies determined by the company. The application keeps previous document versions and reliably tracks who has done what on which document. The possibility to add comments to files and documents and automatically send notifications to collaborators enhances the efficiency of jointly working on documents.

Not only does all this boost the overall productivity of the enterprise, it also secures the company's core assets, information and data. With dokoni SYNC & SHARE, any business will enhance its efficiency, be able to respond to changes faster and improve its overall business speed. Users of dokoni SYNC & SHARE gain full flexibility with regard to time, location and device, which makes this application particularly interesting for companies operating from multiple locations.
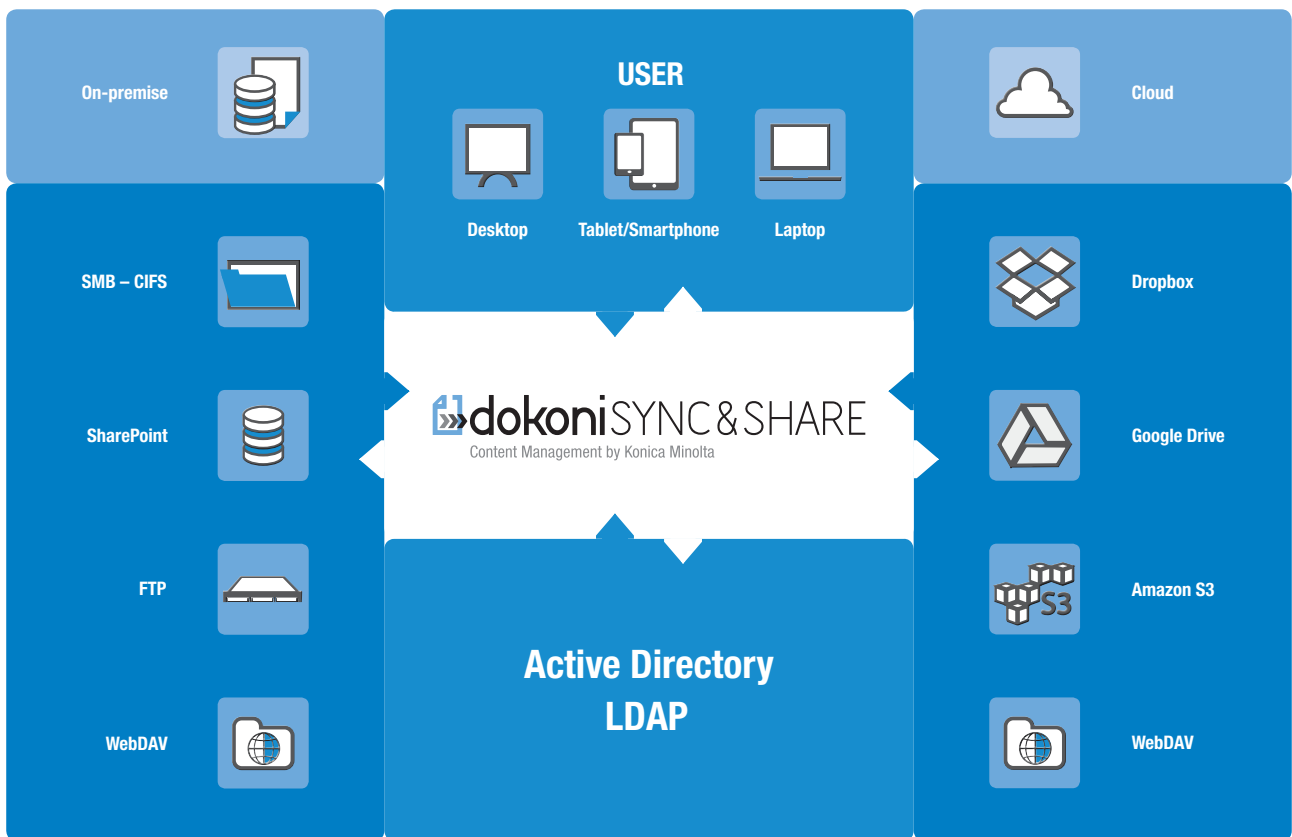
KEY **FEATURES**

◢ Document distribution

– **File sharing:** dokoni SYNC & SHARE lets you share files internally as well as externally. Project members can freely define the rights of specific users, enabling them to edit documents or delete files. Temporary or permanent download links to files and folders can be created and secured with passwords, giving for example external collaborators access to a project's documentation. For easier retrieval of files from external sources, it is also possible to define a space to which collaborators can upload their files.

– **Integration into multiple repositories:** dokoni SYNC & SHARE can be linked to other storage solutions, such as SharePoint, SMB, FTP, WebDAV or cloud services like Dropbox and Google Drive. SYNC & SHARE will acknowledge and enforce other access and sharing options. Users without permission to share content in SharePoint will also not be able to do this via SYNC & Share. With SYNC & SHARE integrated, employees can conveniently access multiple data repositories from a single access point. The integration with popular cloud solutions helps companies regain control of data ownership and prevents their employees working in uncontrolled environments.

– **Federated Cloud:** This feature enables multiple users of several instances sharing content and collaborating with each other but ensures that each instance maintains its own security policy and governance. Users do not notice a difference; for them, all instances appear within dokoni SYNC & SHARE as one instance.

– **File drop:** The file drop functionality facilitates creating an upload link to external collaborators. This ensures that collaborators from outside an organisation can upload files but are unable to see the content inside the document repository.

◢ Content management

– **Synchronisation:** Files can be synchronised to all user devices. This keeps files and folders always up-to-date, independent of the device used. Synchronisation enables document creation and modification even when there is no internet connection available.

– **File favourites:** Regularly used files can be marked as favourites, speeding up access to them and the related folders. This feature can save considerable time avoiding repeated searches for the required documents**.**

– **Comments:** Setting up proper documentation and keeping track of the status facilitates teamwork: With SYNC & SHARE, it is simple and straightforward to add comments to a file. Collaborators will automatically be informed and thus always know what the status is.

– **Tags:** The tagging feature helps find associated documents faster. Even if files are stored across multiple locations, all project documentation can be retrieved quickly and easily. All that's required is to allocate a unique project name and tag all associated files accordingly.

– **User management:** Users and groups accessing dokoni SYNC & SHARE can be managed easily. In addition, dokoni SYNC & SHARE can be connected to existing directory systems like Active Directory or LDAP. Thus, no more time needs to be spent on including new users or blocking access to users leaving the project or company.

CONFIGURATIONS

On-premise	USER	Cloud
	Desktop · Tablet/Smartphone · Laptop	

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SMB – CIFS		Dropbox
SharePoint		Google Drive
FTP	**Active Directory LDAP**	Amazon S3
WebDAV		WebDAV

TECHNICAL **SPECIFICATIONS**

dokoni SYNC & SHARE is available on Konica Minolta's cloud eco-system bizhub Evolution or can be hosted on the customer's premises. Various hybrid deployments are also supported. In order to obtain more information about the varied deployment possibilities and dedicated functionalities associated to it, please get into contact with a Konica Minolta representative.

Supported languages	English, French, German, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Danish, Finnish, Russian, Croatian, Latvian, Greek, Swedish, and many more
Apps	Mac-OS, Windows, Linux, iOS & Android

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