



In today's world, documents can be accessed any place, any time, on any device, and without the right security, by anyone.

### **The Challenge:**

*Protect all your documents - all the time - on any device!*

Doc-Secure protects your information across all devices and networks, both at rest and in transit. Doc-Secure works seamlessly across local hard drives, e-mail, and cloud storage.

Since it is easy for anyone to access your files from anywhere, it is just as easy for you to protect your files everywhere.

## Enable Success by Adapting to Change

Security concerns often put an end to novel technology. However, the ability to control granular access policies on your documents provides you with more flexibility and freedom.

You can now adopt outsourcing, cloud services and mobile technologies without jeopardizing your information security.

*Enable Business,  
Enable Success.*

## Features & Capabilities

- **Maintains Control** of your documents and information outside of your network
  - Centralized Control
- **Enhanced Access Control** Manage access and usage of documents by device, user, group, time, network, and functionality
  - **Duration Limitations** for Date/Time
  - **Functionality Restrictions:** Print / Copy/ Edit/ Save
- **Watermarks** enforced for screen and print
  - Identifiable data on watermarks (Name, IP address...)
- **Multiple Authentication Types** Active Directory, Internal, OAuth (Facebook, Microsoft, Google)
- **Two Factor Authentication Support** additional layer of security and access control via application based Two Factor Authentication
- **Multi-Layer Encryption** multiple layers of encryption exist to secure documents at rest. Encrypts Document prior to distribution
- **Realtime Tracking, Auditing, and Access Control** on local and remote networks: Encrypted documents that are no longer required can be expired on demand or with pre-determined dates. Disabling your information is easy and quick
  - Audit Trail, Reporting and Access Logs
  - Real-time controls
- **Outlook Integration** Protecting email attachments can be as simple as sending one. By clicking the "Doc-Secure" icon in the Outlook ribbon, the attachments that you send can now be protected
- **Compliance and BYOD** Prevent documents from being accessed on any device other than corporate devices/laptops. By enforcing permissions, compliance is guaranteed, even when accessed on personal devices. Keep information protected and your systems compliant while allowing groundbreaking enterprise mobility and BYOD adoption.



### Danger Signs

- ✓ Careless Employees
- ✓ Corporate Espionage / Spying
- ✓ Document is no longer under Company Control
- ✓ End- User Posting and Sharing
- ✓ Forwarded Emails
- ✓ Hackers and ransomware
- ✓ Local copies being stored on user devices, thumb-drives
- ✓ Lost Devices and Portable Media
- ✓ Printing and getting into the wrong hands, competition
- ✓ WikiLeaks

## Why Protect your Documents?

How safe are paper copies of your corporation's confidential information stored in filing cabinets or worse yet on employee's desks?

Can you be sure employees view only what they are authorized to see?

With employees working everywhere, do you have the controls in place to manage your documents?

### ***Who can see, copy, print them?***

During times like we are experiencing today with COVID-19, employees are losing their jobs. Do these employees have access to your client lists? What about secret recipes or designs? Price List? Will these employees use these documents when they go to work for a competitor?

Whether it is an electronic document or paper – **TRUST** should not be tested if you plan to secure your company's brand, reputation and ultimately your business.





## Types of Documents We Protect

- Confidential Data Reports
- Confidential Secret and Restricted Government documents
- Contracts, Negotiations
- Corporate Concepts and Strategies
- Financial Reporting
- Intellectual Property
- Investigations, criminal records, lawsuits
- Manuals, Maintenance Calibrations, Designs, Formulas, Trade Secrets
- Personal information, Identifiable data, Medical, Financial
- Price Lists, User Lists, Customer List
- Privacy Documents
- Private Legal Documents
- Publications, Books, Newsletter
- Purchase agreements, offers, contracts
- Recipes, Formulas, Blue-Prints
- Revenue, banking, investments, payments, dividends
- Taxes, Filings, permits, authorizations



## Industry Concepts

- Aerospace MRO
  - Repair and Maintenance Manuals
- Corporate
  - Confidential correspondence
  - Contracts, Financials, Pricing
- Distribution
  - Price Lists, User Lists, Customer List
- Educational Institutions
  - Testing, Questions, Grading, Evaluations
- Financial institutions
  - Statements / Reports
  - Premium Newsletters / Advice
  - Sensitive Communications
- Food Organizations, Restaurants
  - Secret Recipes
- Government
  - Secret, Confidential, Personally Identifiable Information (PII)
- Healthcare
  - Medical Studies / Trials, Patient Privacy
- Law Firms
  - Criminal Records, Transcripts, Statements, Discovery
- Manufacturing
  - Price Lists, User Lists, Customer List
  - Manual, Designs, Formulas, Trade Secrets
- Publishers
  - Intellectual Property, Subscriptions



## Maintain Privacy and Security on Public Platforms

**Doc-Secure** enables you to share your documents and maintain security independent of the private or public cloud service used. You maintain access control, not even the cloud service can access the information contained within your documents.

## Use the Cloud, Stay in Compliance

**Doc-Secure** enables you to protect your documents while utilizing both public or private cloud services and remain in compliance with policy, procedure, legal and regulatory requirements. You can now use innovative technologies to develop your business without being hindered by compliance issues and security threats.

## Innovative Data Governance and Compliance Control

The process of securing your files only begins when you protect a file and share it with others. Any document protected with **Doc-Secure** reports usage to the **Doc-Secure** Rights Management Server. The usage of your files is immediately tracked, enabling you to be aware of when, where and who is viewing your documents. Reports are available within the Rights Management server and can be exported and scheduled. This information can be made available to both internal and external auditors to assist in policy and procedure compliance as well as regulatory compliance. Reports are customizable.

## Extend Policy, Procedure, Legal and Regulatory Compliance Beyond Your Network

**Doc-Secure** allows you to enforce internal policies and procedures as well as governance and compliance policies beyond your network as the security and permissions travel with the document. **Doc-Secure** not only permits you to decide what functionality specific users receive, it also enables you to monitor any encounter with your information from a multitude of devices.



### Why Doc-Solutions?

- Leadership has a combined 30+ Years of experience
- Former US Marine running Operations
- Over 50 distinct commercial implementations of EDM & workflow solutions
  - including a 2,000 User / 400 Location implementation
  - 175 locations distributed capture solution
- Specializes in the integration of DRM (digital rights management) and EDM (electronic document management) with existing Line of Business applications like CRM and ERP Technologies
- Seven Municipal implementations of Imaging Solutions
- Developed a Unique Document Encryption Solution with full audit and tracking capabilities
- Rapid deployment capabilities

### Why Doc-Secure?

- ❖ Secure Annotations & Redaction
- ❖ Dynamic Watermarks
- ❖ Restriction by
  - Date; Time and duration limitations
  - Function; Save, Select, Copy, Edit, Print
  - Devices
- ❖ User Interfaces including:
  - Desktop Viewer
  - Desktop Encryptor
  - Web Viewer
  - Web Based Encryptor
  - Management Console
  - Corporate Document Portal
- ❖ Integration with:
  - Active Directory (AD) Domains
  - eCommerce
  - Outlook Plug-In
  - Watch Folders/Batch
  - MS Share Point
  - Web Services API
  - PDF Conversions
  - Offsite Documents (xlsx, docx, pptx)
- ❖ Multiples Authentication Methods
  - Multifactor Authentication
  - Email Address & Password
  - Lock to Domain
- ❖ Live Permissions Management Tracking & Reporting with Alarms
- ❖ Enterprise Management includes:
  - Management Console
  - Users
  - Groups
  - Document Groups Permission Set
  - Pre-configurations for Automation and Document activity
- ❖ Competitively Priced

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