

Document Access Manager for eDOCS

Control and change security settings easily on DM documents archived by deactivated users. A new tool in the Admin Portal is shipping!

Easy change - DM safety intact!

When an employee leaves the company, the eDOCS user is deactivated in the system. If the user was the only one with access to a number of documents, these can't be reviewed by the successors that might need them in their present work. Only an eDOCS administrator can change document security settings to other DM users or Groups.

We have developed a new tool that not only admins, but also helpdesk can safely use to change the document settings to an active user.

Document Access Manager will easily find all documents where only the deactivated user had access - and relocate them to a selected DM user or Group.

Document Access Manager is a part of the platform named Admin Portal for eDOCS. Supporters are led through a wizard with security check and authorization every time. They get no access to the document content when performing these actions.

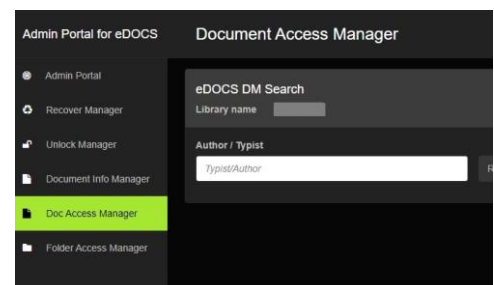
eDOCS security are kept intact!

Easy workflow and logging

When using Document Access Manager, the procedure is easy:

1. Search for documents with single user access rights.
2. Select an Author/Typist on the list. The list only contains deactivated users.
3. Select a DM Group or a user that should have access now. Security level of each DM Group can be set individually.
4. Run the Access Process button and the Groups will be added to the document(s) security.

During the execution of adding the groups to the document(s) security, function information, requesting user and authenticated user will be logged in the history table.





Document Access Manager is a part of the web-based framework Admin Portal for eDOCS. Time saving tools for admins and helpdesk!

The 5 tools in the Admin Portal

Document Access Manager is one tool among others in the web-based GUI Admin Portal for eDOCS.

They are all developed to ease work procedures for eDOCS administrators and helpdesk in a safe and easy way.

The Admin Portal for eDOCS contains the following support tools:

- Unlock Manager
- Recover Manager
- Document Info Manager
- Document Access Manager
- Folder Access Manager

More information online

Please visit our website for more information about the role of each Manager and how they add-on to eDOCS DM.

mirandapartners.com/adminportal

Clear communication element

Admin Portal for eDOCS provides a clear communication element to make processes transparent and to inform users, helpdesk and other participants about the actions performed.

eDOCS DM security is integrated in all the tools of the Admin Portal.

Book a web demo today!

You're welcome to have an online demonstration of Document Access Manager. We will schedule it for your time zone of course!

Please contact our sales director Jesper Friis at +45 22650502 or send us an email at info@miranda.dk with your request.

We're looking forward to share the great benefits of eDOCS and our eDOCS add-on tools with you!

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