

AODocs - Introduction



AODocs is a document management solution totally integrated with Google Apps.

AODocs is built on top of Google Apps and Google Drive is used to store the documents.

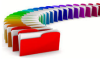
Example of one AODocs library

Title	Document type	Approval	Status	Topic	Activity
Google Apps Urbanization	Technical documentation	N/A	Draft	Google Other	Internal
GACS - Service Figures working document	Technical documentation	N/A	Draft	Google Other	Internal
GACS - SBS Groups Creation	Technical documentation	N/A	Draft	Google Other	Internal
2014 June Test Goossembly for GACS to Regional Delivery Teams.mp4	Technical documentation	N/A	Draft	Google Other	Internal
GACS > Spreadsheet Formulas it took a while to get right	Technical documentation	N/A	Active	Google Other	Internal
GCommunity Menu Proposal - 2015_03_04	Technical documentation	N/A	Active	GSite	Internal
GApps Service - Licenses	Technical documentation	N/A	Active	Google Suite	Internal
Solvay Google Sites Report Status Q4 2014	Technical documentation	N/A	Active	GSite	Support
Google Groups Managers - November 2012	Technical documentation	N/A	Obsolete	GGroups	Internal
GUDDSIS Export 4/March/2013.xls	Technical documentation	N/A	Obsolete	Google Other	Internal

With AODocs, you will be able to



Share content with your team and collaborate together while protecting your content against accidental data loss. Push your documents to all team members.



Organize your documents in a structured library, with custom document properties of any type, and attach any files. Configure personalized views to display and browse your documents. Define business workflows with approval steps, customized notification emails, expiration dates, and more.



Keep multiple versions of your documents without creating duplicate files. Make sure your users have always access to the latest version of each document, while being able to easily open previous versions



Share content

- Corporate ownership - all files are owned by a corporate Google Drive account
- Folder integrity protection - prevent users from moving files out of a Google Drive shared folder
- File loss prevention - prevent users from deleting files or folders in Google Drive
- File recovery - dedicated trash per folder with configurable retention time
- Office files collaboration - edit and save Office documents online and lock files against concurrent modifications
- Search in folder - narrow keyword search to a specific Google Drive folder
- Pushed folders - add a library Folder to the user's My Drive



Enhanced security

- Secured sharing – possibility to prevent users from sharing files or folders in Google Drive

- Folder structure protection – prevent end users from creating, renaming, moving subfolders in Google Drive
- External sharing control – configure a whitelist of external users, groups and domains with whom external sharing is authorized



Categorize and search

- Document metadata – tag your Google Drive documents with any type of properties (strings, numbers, people, URLs, dates, value lists, ...)
- Custom document views – configure list views and reports by selecting columns, sort order, and filters
- Advanced search – combine multiple search criteria like keywords, metadata values, date ranges and numerical values



Version control

- Version control – create new versions of your documents, and view or revert to previous versions
- Check-in / Check-out – prevent concurrent modifications and enforce strict version control via document check-in / check-out



Workflow

define business workflows in a few clicks, with :

- fully configurable workflow steps
- approval paths
- time-based reminders
- and customizable notification messages.