

AODocs - Models of libraries

2 models of libraries available

Secured Folder Library

- Files available also through Google Drive interface
- Folder structure with different models of permissions
- Only one attachment by document
- Smartbar extension adding extra capabilities in Drive



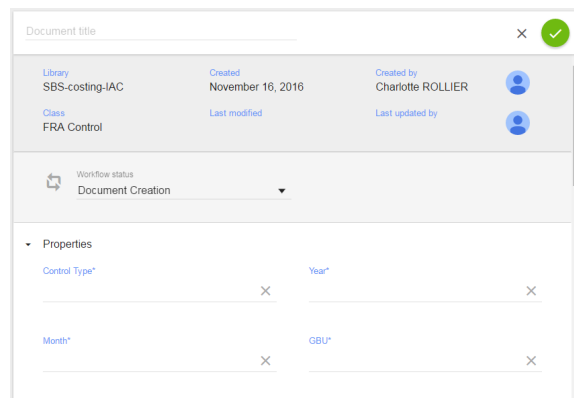
Use Secured Folder Library if

- You want to keep an access to your files from Google Drive
- You could require different permissions in a folder structure
- You don't need to attach several files in one document

Example : TeamSites document libraries will be migrated into this model of AODocs library

DMS library

- Same model of permissions for the whole library
- Several attachments by document
- Files are not accessible through Drive interface

A screenshot of a document creation form. At the top, there is a 'Document title' field with a close button (X) and a green checkmark icon. Below this is a table with three columns: 'Library', 'Created', and 'Created by'. The first row shows 'SBS-costing-IAC', 'November 16, 2016', and 'Charlotte ROLLIER'. Below the table is a 'Workflow status' section with a dropdown menu set to 'Document Creation'. At the bottom, there is a 'Properties' section with four input fields: 'Control Type*', 'Year*', 'Month*', and 'GBU*'. Each field has a close button (X) to its right.

Use DMS library if

- You want to attach several files in one document
- You have unique model of permissions for all the library
- You don't need an access to your files through Google Drive

Example : TeamSites lists with attachments will be migrated into this model of AODocs library