

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



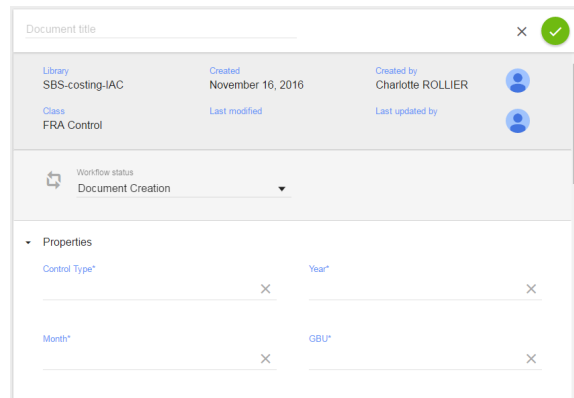
Use Secured Folder Library if

- 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 web-based document creation form. At the top, there is a 'Document title' field. Below it, a table displays document metadata: 'Library' (SBS-costing-IAC), 'Created' (November 16, 2016), 'Created by' (Charlotte ROLLIER), 'Class' (FRA Control), 'Last modified', and 'Last updated by'. A 'Workflow status' dropdown menu is set to 'Document Creation'. A 'Properties' section contains four input fields: 'Control Type*', 'Year*', 'Month*', and 'GBU*', each with a clear (X) button.

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