

# Documents Management Systems

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## Documents Management Systems

This document aims to provide the user with guidance on the mainstream applications for document management.

SBS teams are available for advice, please contact the [ECM Committee](#) or your CRM/BRM through [MyContacts@SBS](#)

### Overview and comparison of the systems

Select an application



#### Google docs

Collaborate around individual documents with defined collaborators.

**Google Docs permits a small group** of defined collaborators to work **simultaneously** on documents and is integrated with all Google environment (Gmail...)

Mobile access: through **dedicated mobile apps**.

The collaboration is built around documents with **individual ownership** , it is **restricted to individuals** or small team **collaboration** internally to Solvay.

User is **autonomous** to create and manage his/her own folder structure and documents.

Gdrive is **NOT advised** to store **confidential** documents.

Gdrive is **NOT recommended** to share with **external** partners.

[GOOGLE SUITE](#)

[Access](#)

