

Aodocs Library - IS SCMS



What is it?

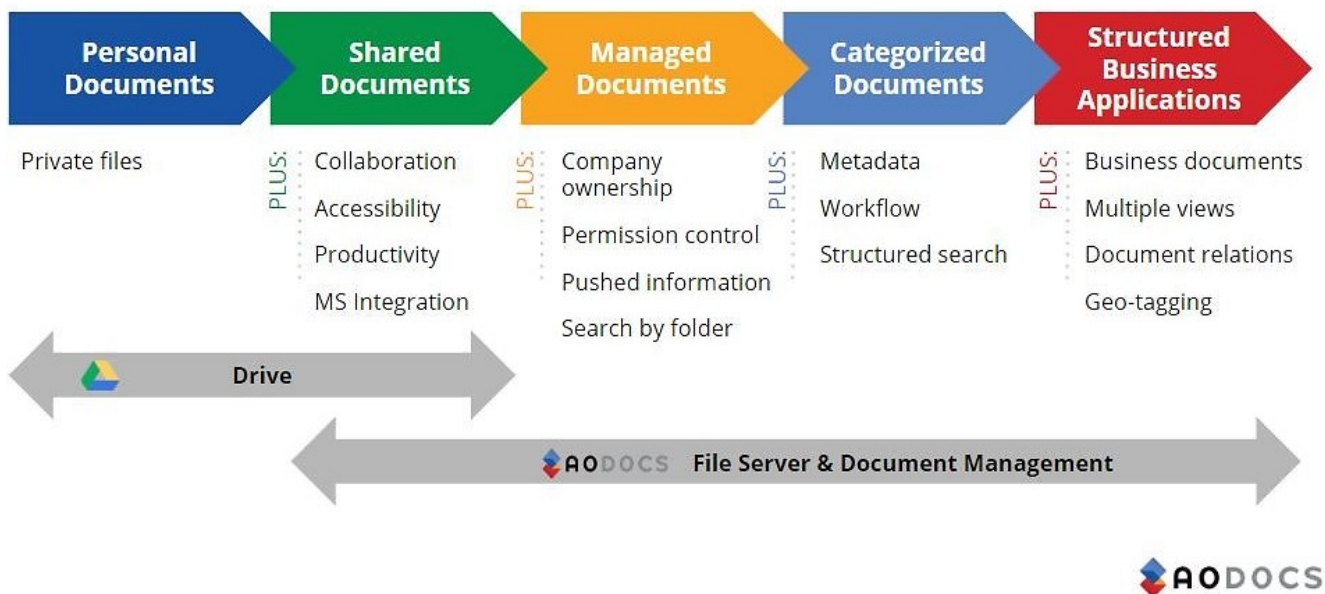
AODocs is a **cloud Document management solution** on top of Google Drive with significant enhancement in security management, sharing control, specific search and other new features such as categorization, workflow and versioning.

Aodocs **secures content** sustainability over time, **transferring the ownership to Solvay**, which allows an optimal collaboration within the Group, but also with partners.

[i The link to IS-SCMS Library here i](#)

Why using it?

- AODocs is a document management system that **integrates with Google Drive with a central control of access rights**
- It allows **structuration and categorization of documents** through added properties (metadata), structured views and advanced search capabilities
- Aodocs transfers document **ownership to a corporate account** which enables the collaboration within larger teams, entities and with partners
- AODocs has the ability to handle a **workflow** to track and control documents lifecycle
- **Confidential documents** may be stored in Aodocs



How to use it?



I want to create a Google or a Word document, where do I put it? In this [Solvay One article](#), you will be able to know when to use Aodocs or not!

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Best Practices

★ Add [IS-SCMS Library](#) to your favorites

★ Fill in the **metadata** when creating a document



Metadata is an **extra-information** you can add into your documents. It is a field providing information to a specific document. Properties can be used to **structure documents**. To **improve the search experience** or to **customize the workflow**.

★ Make a **research** by using the different "**views**" :

★ **Keep updated Google Groups** : /\ As a reminder, documents access are not the same as in Gdrive /\ Then, we based all the security of our Aodocs Library upon the Google Groups. In this way, it's really important to update Google Groups be so that nobody lost or can't access files/folders.

Migration Schedule

Migration Progress: 100%

OK

To Be Done

11. Data & Reporting

09. GTS

13. Demand & Planning

02. Team

12. IM

01. OtC Global

03. Meetings

08. NRT

04. Domaines

05. Zones

06. WP1 Maintenance

07. PF1/PRS Maintenance

10. CRM

Useful Ressources

Below you will have 3 different options to learn more, train by yourself or asking for training for AODocs:

1) Online Training on YouGrow

- [Here is a link to AODocs training](#)

2) AODocs Presentation Slides

- [AODocs Training Material - Discovery](#)
- [AODocs Training Material - Contributor Basic](#)
- [AODocs Training Material - Contributor Advanced](#)
- [AODocs Contributor Training - SCMS](#)

3) Ask for a face-to-face, group training sessions

