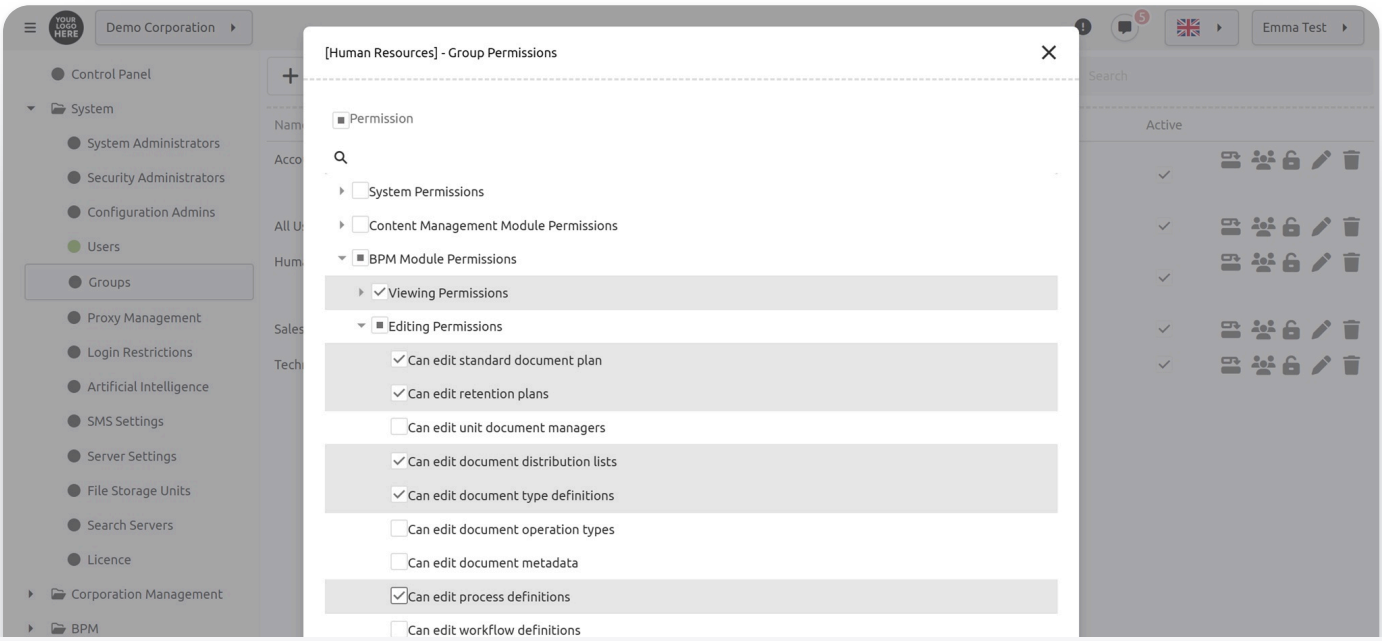
Security and Permissions

Rights Management | Personal & Confidential Data | Restriction Mechanism | Flexible Proxy System | Encryption | Detailed Event Logs | Secure Sharing



Rights Management

In Documenos®, authorisation is a multi-dimensional concept.

In most scenarios, answering the question "Which action can they perform?" is not enough; answering "Where can they perform it?" may be more important.

Four Dimensions of Authorisation

1

Performing Actions

Assigned from the administration panel via groups; group members gain the permission to perform actions.

2

Access

Access and action permissions for container areas such as archives, document management file plan codes and general ledger account codes can be assigned specifically to individuals, groups or units.

3

Usage

For content generated from templates, such as document or form templates, process file templates and workflow templates, permissions to use the template can be assigned specifically to individuals, groups or units.

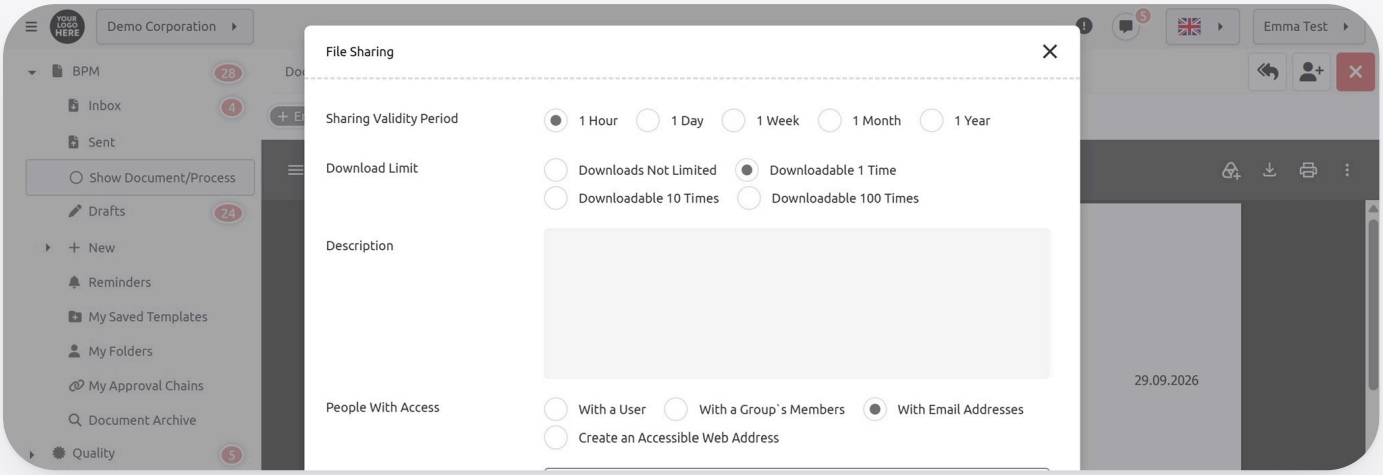
4

Special Permissions

Individuals, groups or unit managers can be specifically authorised to access and/or act on an entire process file or certain of its steps, certain steps of a workflow record, or a contract record.

Features

documenos



Personal & Confidential Data

Documenos® uses four different security concepts: access level, personal data, confidential data and operation permissions.

Restriction Mechanism

Access security starts at the archive, folder and file level. In Documenos® archives, the first level of access security is the concept of an access level specified on the archive, folder and file. The access level is specific to each company/organisation and may vary.

Flexible Proxy System

Work doesn't stop, even when someone is away. To ensure the continuity of business processes, Documenos® offers a highly flexible and easy-to-manage proxy (delegation) system. When a task is performed by proxy, a note stating on whose behalf it was done is also added to the event logs.

Encryption

Your passwords can't be read — not even on the server. Provides a high level of data security through Multi-Factor Authentication (MFA), TOTP standards and strictly controlled database access. All access passwords for external resources are stored encrypted and are hidden even from system administrators who can access the Documenos® servers.

Detailed Event Logs

Who did what, when and where? Records from every module are monitored on a single Logs screen. Logs are provided for reading only; no screen allows a log entry to be changed or deleted. History stays exactly as it happened.

Secure Sharing

Share, and decide who gets access, for how long and how many times. Every share has a validity period and a download or view limit. When the time runs out or the limit is exceeded, the link becomes invalid automatically; you don't need to revoke it.

Download for Free

See all features on our website.

documenos.com

Partner with us to make your business shine!

documenos.com
info@documenos.com