



Enterprise document management made simple

Discover how you can overcome key organizational challenges with ShareFile

File organization can be challenging, especially across an enterprise. In fact, Forrester revealed that 97% of organizations had little to no digital document management processes in place.¹

What does that mean? Employees lose time tracking down files. Key information is saved to local drives instead of the company network, limiting shareability and findability. And workers (up to 83%²) will spend time recreating documents they can't find.

In this guide, we'll look at some common document management obstacles that enterprises face—and show how ShareFile, a secure, cloud-based content collaboration and file sharing solution, can help.



of employees want a cloud-based document sharing solution.

– McAfee

Document management challenges

Document sharing and organization tend to fall into four categories: data management, access sharing, file organization, and efficiency and security. Let's take a look at some of the ways that ShareFile can help in each of these areas.

Data management

Challenge	How ShareFile helps
Data volume Most enterprises generate vast amounts of data daily. This means they need scalable storage solutions that can handle the inflow of data without any hitches.	<ul style="list-style-type: none"> Builds in 1TB of storage per license to increase your storage capacity Provides the ability to add more users quickly and easily as your business units grow
Data lifecycle management Not all files need to be stored indefinitely. It's a challenge to determining how long files should be stored, when to archive them, and when to delete them.	<ul style="list-style-type: none"> Offers file archiving to keep folders clear of clutter Separates the searching of archived files from active files, making it easier to find old or misplaced documents Archives documents for up to three years or a specific period of time to meet to industry regulations
Backup and recovery It's vital that data is not only backed up regularly but also easily recoverable in case of any unforeseen incidents like data breaches or physical damages.	<ul style="list-style-type: none"> Stores deleted files for up to 45 days in the recycle bin in case they need to be recovered Creates local backups of files once a week Allows users to configure a disaster recovery queue and test your files so they are preserved during an emergency

Access sharing

Challenge	How ShareFile helps
Access and permissions Preventing unauthorized access to files while ensuring the right people can access role-relevant documents and data can be difficult.	<ul style="list-style-type: none"> Enables granular user permissions to give you maximum control, including who can view, edit or download a file Creates multiple links (if needed) with different permissions settings for each file to streamline document collaboration Offers authentication and two-step verification for all files
Remote access With the rise of remote work and global teams, providing secure access to files from anywhere in the world is critical.	<ul style="list-style-type: none"> Allows users to work securely from any location with secure cloud access Enables users to easily and securely create and exchange documents online, making it ideal for remote workers Includes a desktop and mobile app that can be used across devices
Searchability Finding a specific file or piece of information can become a daunting task if there's no easy way to search for it.	<ul style="list-style-type: none"> Provides maximum searchability by allowing users to search for file names and the text within the documents Offers digital collaboration spaces to organize projects and related files, comment threads, and tasks



File organization

Challenge	How ShareFile helps
Inefficient hierarchies and folder structures As companies grow, early file organization strategies might not scale appropriately. This can result in complicated folder structures where files are difficult to locate.	<ul style="list-style-type: none">• Allows users to create and apply templated folder structures to new or existing files for standardized file management across the organization
Version control For documents that undergo frequent edits from various team members, ensuring that everyone is working on the latest version is vital.	<ul style="list-style-type: none">• Creates updated versions of files with the same name and identifies them with a blue document icon for easy viewing. Users can click the icon to view previous versions.• Enables admins to configure account-wide and folder-by-folder versioning settings• Saves unlimited versions of a single file, making the entire file history available



Efficiency & security

Challenge	How ShareFile helps
Integration with other tools Enterprises that use an array of tools for different purposes are challenged to ensure file storage solutions integrate smoothly with them.	<ul style="list-style-type: none"> Integrates with daily business tools like Google Workspace and Microsoft 365 Also integrates with Salesforce and Quickbooks to auto-fill contact information when creating forms and contracts
Compliance and security Many industries have regulations governing how certain types of data are stored, secured, and retained. Staying compliant is a priority and challenge.	<ul style="list-style-type: none"> Secures files in transit and at rest with TLS encryption protocols and up to AES 256-bit encryption Limits exposure and controls access to network segments with securely-configured firewalls Provides advanced security features to help meet HIPAA or FINRA compliance standards
Cost management Managing document sharing and storage costs is essential, especially if a company utilizes a number of solutions.	<ul style="list-style-type: none"> Helps reduce costs by consolidating your document workflow management into a single solution Streamlines workflows with document request lists and e-signature capabilities Reduces onboarding time with automated emails



Document management success

For every organization, effective document management is vital for short- and long-term success. Creating solid document management processes can radically improve productivity and information sharing, while also cutting down on storage and other costs.

Learn more about how ShareFile can streamline and optimize your document management processes. Visit our [website](#) today.

1. <https://www.business.com/articles/7-statistics-that-will-make-you-rethink-your-document-management-strategy/>

2. Ibid.

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