




Accelerate Transformation

hiDocs
beyond documents

YOUR DOCUMENT GOVERNANCE AND COMPLIANCE SOLUTION

hiDocs facilitates the generation, review and management of critical governance & compliance documentation such as policies, procedures, agreements and templates, no matter your industry or function.

The platform provides controlled access to latest document versions, assigns dedicated users & groups to create and review existing & new documents and notifies them of any required actions or changes to documents



Leveraging the SharePoint platform

hiDocs makes use of the Microsoft SharePoint (Online or On-Prem) platform leveraging various of its core capabilities such as document management, workflow and security to speed up implementation and reduce the impact on users.

Highlights

- Templating of documents to ensure conformity to standards
- Automated workflow to facilitate review, approve, publish and archiving of documents
- Task Management & notifications
- Categorize your content using meta data
- Powerful search capability

Included

- **Installation & Configuration:** Setup and configuration of your SharePoint Farm and/or tenant
- **Content Migration:** Migrate existing documents from different source to hiDocs
- **Tailored:** The platform is highly customizable to adapt to your business needs and adopt the look and feel of your corporate identity

FEATURES



User-friendly Interface

hiDocs provides a customized, user-centric interface to ensure an optimal user experience.



Search & Navigation

Contextual search results based on role. Filter results based on metadata such as Author, Section, Function etc.



Related Documents

Create parent-child or peer-to-peer relationships between documents. Ensure dependencies are considered and documents kept in sync when changes are made.



Document Review & Approval

hiDocs facilitates the entire document lifecycle using workflow to drive the underlying business process and rules. It manages the creation & review process, groups, permissions and assigned tasks.



Delegation of Authority

Delegate authority when a stakeholder is not available. Stand-in requests and document metadata reflecting the organizational structure drives tasks re-assignment.



New Document/Change Request

Enable users to request new documents or changes to existing documents.



Archiving

Formal document retirement when end of life is reached while retaining document history for record-keeping purposes.

[View prototype](#)

Why Decision Inc.?

Decision Inc. have built up significant document management knowledge and broad industry experience through various SharePoint and Document Management Solution (Online and On-Prem) implementations, at various clients and is uniquely positioned to provide you with a solution that is scalable, flexible and always available.