

# A T O M W I D E

## USO-DOCUMENT PORTAL

The USO-Document Portal is a secure, centralised online library for use by Local Authorities (LAs) which subscribe to USO. Authorised users can publish any document or web page and maintain full control over who has access to uploaded information.

### Key features:

- USO authenticated service
- Secure online facility for document storage and exchange
- Accessible to specified users within a single Authority or across other LAs
- Document authors can enforce fine-grained access control
- Custom user groups can be defined and saved
- Full audit trail for all activity inside the portal
- Reports can show access frequency for each document
- Tracking functionality uncovers users who should view a document but fail to do so



Designed to be accessed primarily by users within a single LA, uploaded documents can also be made accessible to users from other Authorities. Additionally, documents published by one LA can be made visible within the portal view presented to users from one or more other LAs.

Once a document has been published, access to it can be stringently controlled. The document author can allow access to the public or to specified groups only. Groups can contain named, individually selected users or users selected by their profile criteria. For example, a document can be made available to all head teachers in an LA, just the head teachers of secondary schools, or just several individuals to whom the document is relevant.

Individually selected users can be saved into groups which can be amended or re-used at a later date. The interface provides easy group administration and allows custom-defined groups to be selected by different users.

Once uploaded, documents can continue to be edited and updated and an audit trail is created to show what changes have been made and by whom. Similarly, each document download is logged, showing the date and naming the user who downloads it. This provides both “popularity” data and enables the tracking of those who have or have not viewed it.

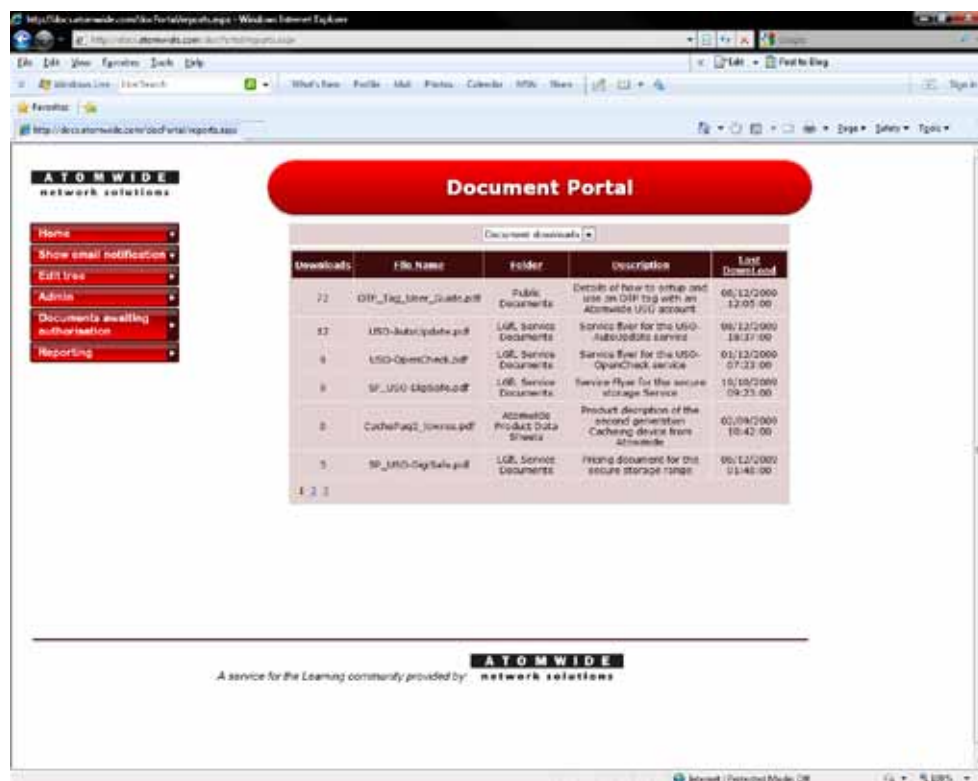
## Key features:

- Weekly emails alert users when new documents have been uploaded
- All major file types supported
- Look and feel can be customised to reflect the style of each Local Authority
- Links can be published to internal and external web pages

Any number of users can be given permission to upload documents to the portal. Uploaded documents requiring content approval can also be kept hidden until publishing approval is granted by a smaller number of staff with administrator rights. It is thus possible to ensure that any unapproved documents are not inadvertently made public.

Weekly emails can be sent to subscribing users, containing details of any new documents to which they have access and links to easily access them. Links to documents and web pages contained within the email will only work if the recipient has been granted permission to view the uploaded content. The body of these emails can be customized to suit each LA's requirements.

A range of search options is available to users. Documents can be found by keyword, document ID, publication date, author or by upload within a specified timeframe.



All prices exclude VAT. Specifications are subject to change. E&OE. Revision 2

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