

## ORACLE DOCUMENTS CLOUD SERVICE

### ENTERPRISE-GRADE FILE SYNC AND SHARE IN THE ORACLE CLOUD

#### KEY FEATURES

- Cloud-Based File Sharing and Collaboration
- Desktop Sync for Windows and Mac
- Mobile Apps for iPad, iPhone and Android Devices
- Integration with Oracle Social Network to provide conversations and annotations on files and folders
- Integration with Process Cloud Service to automate document workflows
- Integration with Sites Cloud Service helps to publish content through microsites
- Integration with Office tools to boost end-user productivity.
- Enterprise-Grade Security, Control and Administration
- APIs for extending applications with content collaboration

#### KEY BENEFITS

- Increase Collaboration and Productivity
- Empower Mobile Employees
- Content-Enable Business Applications
- Improve Control and Management of Content, even in the Cloud

*In today's world, your employees need instant access to the content that drives your business. Whether they are at their desk, on the go, or working remotely, the ability to easily and securely access and collaborate on business content is one of the keys to being a nimble enterprise. Oracle Documents Cloud Service, an enterprise content collaboration solution with rich social features, gives you the file sync and share capabilities your employees need while providing the control and security your IT organization requires. All of the content can be accessed and collaborated on in context of business workflows, business applications and office productivity tools.*

#### Content Collaboration Made Easy

Oracle Documents Cloud Service lets you easily store your business content in the cloud, securely access it from anywhere, and share it with your colleagues and partners in real time. With a fast, intuitive web interface and easy-to-use desktop and mobile applications, employees can view and collaborate on files even when offline, keeping your organization running efficiently and your employees staying productive from any location.

- **Anywhere Access with Sync:** Your files and folders are synchronized across your computer and mobile devices for easy access to the most up-to-date content residing in the Oracle Documents Cloud. Whether viewing files or making updates, automatic synchronization ensures that changes made by you or your colleagues will be accessible to everyone.
- **Flexible Collaboration:** Securely share and collaborate on files with coworkers and others outside your organization. Oracle Documents lets you set up different levels of access for different people and create public or private links to share content internally or externally. For example, you can give your marketing team full edit rights to update content while restricting your sales team and partners to have view-only or view and download access.
- **Integrated with Oracle Social Network:** The out-of-the-box integration with Oracle Social Network lets you start conversations about files and folders that can be shared with all members of the folder.
- **Integrated with Office Productivity Tools:** The out-of-the-box integration with MS Office on desktop and mobile boosts productivity. On the desktop, users can open and edit files stored in Documents Cloud directly in Office, as well as share a file, view and participate in conversations, and reserve a file. On mobile devices, users can open and edit files directly within the Office app.

#### Contextual Access of Content

Oracle Documents Cloud Service lets you access and collaborate on documents in the context of business applications and business workflows, such as CRM applications like Oracle Sales Cloud, Siebel, and Salesforce.com. Integration with Oracle Process Cloud lets you manage your business applications, such as document routing for approval or review. Integration with Oracle Sites Cloud helps users create engagement microsites for marketing and communities directly using content stored in Documents Cloud. Documents Cloud Service integrates with

existing information management and content management systems, such as Oracle WebCenter Content, as well as with third party content repositories (using partner solutions). Additionally, you can add, view, manage and present content stored in Documents Cloud Service through the Documents Presenter mobile app in a rich and engaging fashion.

### Enterprise-Grade Security and Control

Oracle Documents Cloud Service is the perfect replacement for consumer-grade file sharing solutions that may have crept into your organization. Protect your intellectual property from security breaches and retain control over what your employees are sharing in the cloud.

Documents Cloud Service runs in the robust and scalable Oracle Cloud, and takes advantage of its enterprise-grade security, such as data encryption at rest and in transit, as well as database schema isolation, so that your enterprise content is never at risk. Oracle Documents also comes with flexible administrative controls so you can configure the service to meet the needs of your organization. For example, restrictions can be placed on uploading certain file types or sizes as well as what sharing options are available to your users, based on specific role-based business requirements. Support for Federated Identity helps for customers to let users authenticate against corporate LDAP before getting access to the service is also available.

### Enriched Platform

Oracle Documents Cloud Service is designed with a rich set of APIs for integrating and extending business applications and processes with content collaboration. Whether it's enriching other SaaS solutions with in-context file collaboration capabilities or extending a document review and approval process to outside vendors, Oracle Documents Cloud Service has multiple integration points for enhancing existing applications and content-enabling custom applications. When used in conjunction with Oracle WebCenter, Oracle Documents Cloud Service gives you a cloud-based collaboration solution that ties back to your content management system of record to ensure proper content lifecycle management.

### The Smart Choice for File Sync and Share

With a fast, intuitive interface and easy access from the desktop, tablet or phone, Oracle Documents Cloud Service provides enterprises with a flexible file sync and share solution that employees will embrace. With its enterprise-grade security, and control and integration capabilities, you are getting a solution that can seamlessly extend your existing applications while minimizing risks. Start using Oracle Documents Cloud Service in your organization today to improve collaboration and better leverage your business content.

## Contact Us

For more information about Oracle Documents Cloud Service, visit [cloud.oracle.com/documents](http://cloud.oracle.com/documents) or call +1.800.ORACLE1 to speak to an Oracle representative.



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