

Sharp Cloud Portal Office v1.0

Outstanding Achievement in Innovation



SHARP®

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While traditional document management systems can be overkill for some organizations, many of the free cloud storage/collaboration solutions may lack the security required to protect critical business documents. But without any system in place, document collaboration consists of endless email chains, version confusion and little accountability for mismanaged documents. Sharp Cloud Portal Office is an excellent way for small to medium-size businesses to venture into cloud-based document management without much up-front investment or sacrificing control. Even more impressive are the five modes of access the system offers, which is unique among similar solutions tested to date and one of the reasons why BLI editors have given Sharp Cloud Portal Office an Outstanding Achievement in Innovation award in BLI's Summer 2014 Pick season.

Cloud Portal Office is a cloud-based, hosted document management and collaboration service that users can connect to using a variety of platforms: a web browser, a PC-based desktop sync client, an iOS/Android mobile application, Sharp OSA-enabled MFPs and Sharp BIG PADs (active whiteboards). In addition to private folders, users can create shared folders and grant other users access permissions (read-only, write, delete and share); the solution includes audit logs and version control to help ensure document fidelity.

"Cloud Portal Office is very intuitive. Its no-fuss interface separates work into two overarching categories: My Docs and Others' Docs—terms users can relate to," said Jessica Schifffenhaus, BLI associate editor. "But more importantly, given the rapidly growing mobile workforce, Cloud Portal Office follows workers wherever they go. Gone are the days of worrying about a USB flash drive or emailing file after file. As long as a user's files are stored in Cloud Portal Office, they can access and share them anywhere—even in the meeting room."

One key differentiator Cloud Portal Office offers is the ability for any user to log in through the Meeting Room connector. The user can then access, view, edit and save files; once the

user logs out, the solution refreshes to a clean slate, ensuring no important documents are left behind. What's even more exceptional about this feature is that it is compatible with Sharp BIG PADs and Pen Software—so, notes written in a PowerPoint presentation on a BIG PAD during a meeting, for example, can be saved in the cloud—which facilitates meeting productivity. Furthermore, licensed Cloud Portal Office users have a guest folder to which they can grant temporary guest credentials to allow meeting attendees to store materials.

Although Cloud Portal Office requires minimal IT administration to maintain, it offers helpful administrative tools, such as the ability to freeze a user's account and transfer ownership to another employee. This will help ensure that, for example, ex-employees don't have access to company documents, yet it gives the organization time to sort through and preserve important files.

"We are proud of BLI's recognition of our Cloud Portal Office solution," said Peter Plested, director of European Solutions Business Centre, Sharp Electronics Europe. "In today's increasingly mobile workforce there is a strong need for companies to share information while simultaneously maintaining control over critical documents. Sharp's Cloud Portal Office is a cost-effective content management solution for businesses large and small, allowing companies to satisfy the multiple collaboration needs of their workforce."

About **BLI Pick Awards**

Twice a year with its Pick awards, BLI gives special recognition to the hardware and software products that provided the most outstanding performances in BLI's unique evaluations. Its Outstanding Achievement awards acknowledge products or capabilities that stand out for attributes such as innovation, usefulness, energy efficiency or value.

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