



**PLACEPOINT**

“PlacePoint’s document filing  
is as easy as dragging and  
dropping a document...  
it's so fast and easy!”

*Scott MacDonald, President,  
Noise Solutions Inc.*



## Document Management Simplified

PlacePoint is a powerful, all-in-one Document Management and Collaboration tool powered by Microsoft Office 365™ and SharePoint®. The solution includes all software, support, hosting and updates.

### COLLABORATION BENEFITS

- ✓ Create a central hub for sharing company news, events and more
- ✓ Provide team spaces to manage projects
- ✓ Measure business processes
- ✓ Centralize all corporate details

### DOCUMENT MANAGEMENT BENEFITS

- ✓ Securely, share and edit documents
- ✓ Robust version control features
- ✓ Easy search and tagging capabilities
- ✓ Standardize documents with templates

[www.placepoint.cloud](http://www.placepoint.cloud)

## PLACEPOINT

PlacePoint is a subscription based service that provides your organization with powerful Document Management and Team Collaboration tools. PlacePoint's template based solution (built on Microsoft Office 365™ and SharePoint®) makes document management easy to implement and configure.



**All-in-one solution (priced per user) that includes: All software, support, hosting and updates.**



**Fast phase 1 implementation unlike other document management solutions.**




**Built on Microsoft's world leading SharePoint® platform.**


## EASY DOCUMENT MANAGEMENT


- ✓ Provide a secure place for your organization to share, edit and manage documents any time, anywhere.
- ✓ Includes robust document management and team collaboration features such as version control, co-authoring, document sharing via links.
- ✓ Full metadata and tagging functionality to ensure searching for documents is easy.

### Team Documents VIEW ALL DOCUMENTS







*Suggested Documents*

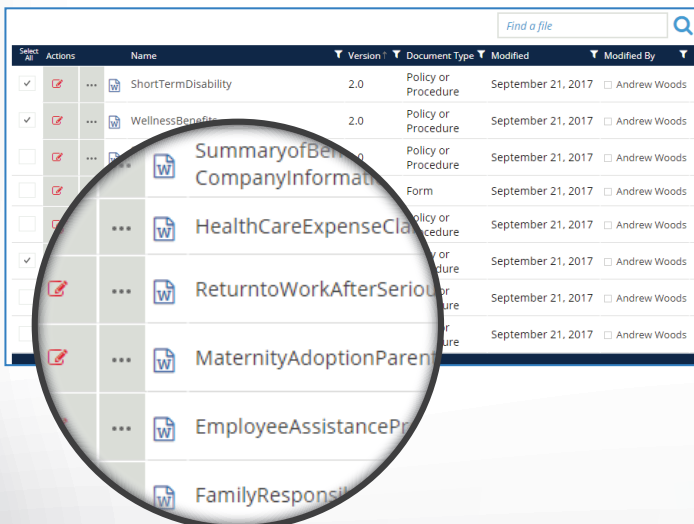
 **Purchase Order Request Form**  
Found in: Financial Templates and Forms

 **Annual Financial Report\_2018**  
Found in: Financial Reports

 **Expense Report**  
Found in: Expense Management

*Folders*

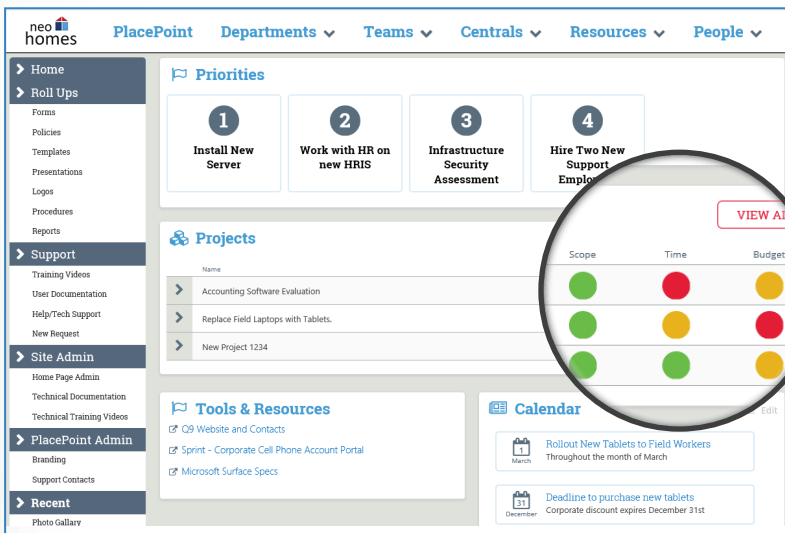
-  **Accounts Payable (1)**
-  **Accounts Receivable (2)**
-  **Delegation of Authority (1)**
-  **Expense Management (4)**
-  **Financial Reports (1)**
-  **Financial Templates and Forms (7)**



- ✓ Favorite documents and suggested documents features make it easy for users to quickly access documents people frequently work with.
- ✓ Utilize site templates to create a standardized governance model that people find simple and familiar.
- ✓ Set up powerful alerts to monitor the life cycle of a document.

### PLACEPOINT COLLABORATION BENEFITS

- ✓ Give teams a virtual work space to collaborate; manage documents, track tasks, share knowledge, post news updates, schedule team events and track key dates.
- ✓ Provide a central place to share news & announcements, celebrate successes, communicate events and connect your employees to the business and each other.
- ✓ Centralize corporate details including company history, messaging and the organizational chart.



- ✓ Set up project sites that give your company a digital work space for all project information and collaboration.
- ✓ Reporting tools let your organization measure business processes and enable people to see results through KPI's, reports and other BI dashboards.
- ✓ Create resource sites containing anything from a corporate acronym library to a centralized place for all forms, policies and corporate initiatives.

**“Working closely with our internal IT department, PlacePoint’s approach and commitment to continuous mentorship was invaluable.”**

**Patrick Elliott, Executive Vice President,  
Jupiter Resources Inc.**

To learn more about PlacePoint, contact us at:

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