SHAREWORKS
Share your documents.

Facilitate collaboration throughout your agency by housing all of your electronic and paper documents in a secure, centralized portal.

SHAREWORKS makes it easy for you to store, retrieve and share all of your agency's documents, whether they're current electronic files or historical paper archives. Don't get buried by administrative paperwork! Convert it all into secure and paperless digital format, and let the sharing begin.

If your human service agency is like most, you generate a huge number of electronic and paper documents every year. From your Board of Directors to your Finance, HR and Administration departments, each area of your organization has its own prodigious output of meeting minutes, handouts, agendas, reports, monthly statements, forms, correspondence and more. You likely have hundreds of electronic files scattered throughout the various hard drives of your agency's servers and workstations, and many years' worth of paper archives filling up your filing cabinets, closets and off-site storage facilities.

If you'd like to gain control of your documentation and free up the valuable space that's currently being used to store your archives, consider SHAREWORKS, a secure and paperless alternative. It's a centralized document library – a digital, web-based repository for managing and sharing all of the documents that your agency produces and relies upon. SHAREWORKS is also a scanning tool for converting your historical paper documents into paperless digital format. By doing so, it not only reduces clutter, but also restores usefulness to those old documents by making them once again retrievable and searchable in their new digital format.

Fully integrated

Unlike other scanning solutions, our SHAREWORKS document library is built right into CASEWORKS, so you can access all documents from one centralized portal. And if your agency is not using CASEWORKS, SHAREWORKS can be added to your system as a stand-alone program.

Upload and scan all of your documents

With SHAREWORKS you have the ability to scan documents at any time, whether they're recent or years old. In addition to these scanned images, you can also upload electronic documents, like Word and text files, into the same system.
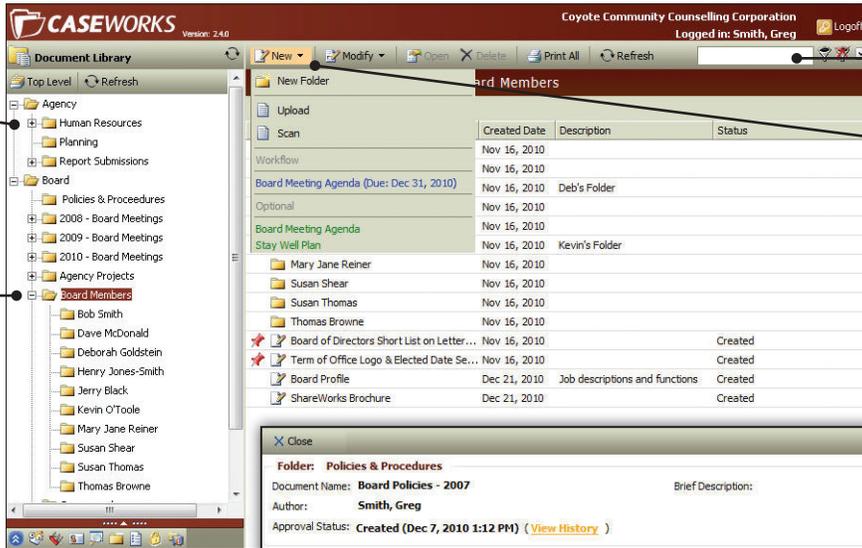
Centralized

Think of SHAREWORKS as your agency's own document portal – the central repository of documents that can be accessed by anyone with the proper permissions, from anywhere, via the Internet. Without such centralized storage, chances are that your many documents are currently being stored in multiple locations – in or on various local drives, servers, filing cabinets and storage rooms.

Scan by single document or by batch

Any person that has permission can scan individual documents into SHAREWORKS folders at any time. You also have a Bulk Scanning tool if you want to scan a large batch of documents into the system at once.

COYOTE™
SOFTWARE CORPORATION

Create your own folder structure for all of the agency's documents

Restrict access to folders by user role

Access centrally-located documents like this Board Policy Manual

Assign workflow-supporting tasks to your administrative documents
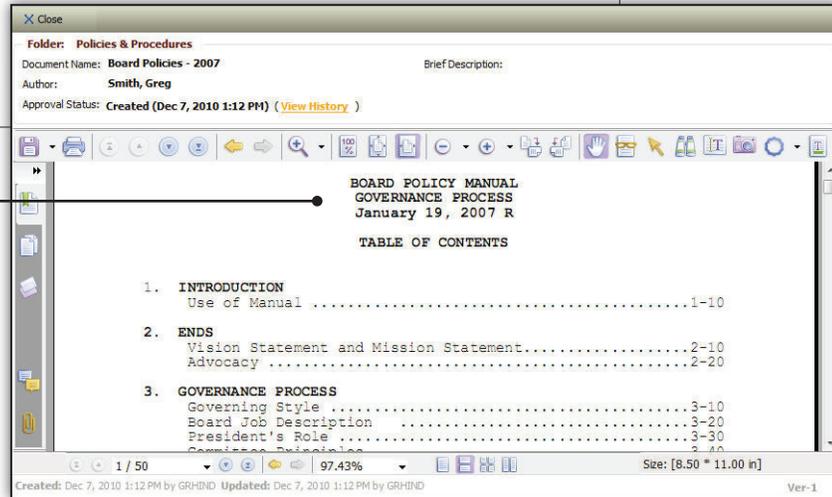
Search for keywords within your documents

Add uploaded or scanned documents to your library, or create new ones

Get rid of all of your old papers and create an integrated, electronic document library

All the documents you need, at your fingertips

Organize all of your documents

You can create folders and sub-folders within the SHAREWORKS system to keep all of your files organized and easy to locate. Each department in your agency can store all of its important documents in its own special folders, organized by whichever types and categories it defines. Whether it's a vacation request, a Ministry submission form or a template-based document, you can define a reliable place for it.

Fully secure

As part of your overall system, SHAREWORKS documents are subject to the same security safeguards that you use for case-related documents. You can set permissions on a document by document basis, store and see multiple versions, see signed documents, and restrict specific directories or full drives to certain people. SHAREWORKS' role-based security lets you create custom roles that have specific read or write permissions. You can also build special roles to include whatever documents you want, and fine-tune access per document and per folder.

Built-in controls

The power of SHAREWORKS is that you're in control. You can turn on the ability to show the history of a document, so you can see multiple versions of it. You can also put annotations right on any scanned image, and add redactions to cover sensitive passages. SHAREWORKS also includes Version Control and the ability to lock any open documents, to prevent simultaneous editing errors.

Workflow-supporting notifications

When integrated with CASEWORKS, your scanned and uploaded documents can also have special workflow-streamlining actions assigned to them. For example, saving or signing a specific type of document can automatically generate a new task or notification, to ensure proper follow-up after a specified period of time.

For more information about SHAREWORKS, or to arrange a free demonstration, please visit Coyote Software at www.coyotecorp.com/shareworks, or call us at 905-639-8533.