

What Features Do You Need For Secure Telework?



"86%
of executives believe **data breaches**
are more likely to take place when
employees are **working remote.**"
-Shred-it, 2020.

Enterprise Content Management (ECM) companies have been in the information management, security, and collaboration business for decades, so you can trust these technologies for your telework needs. When choosing which ECM system you use for teleworking, make sure they include the following critical security features that can help protect information when it's being accessed and shared remotely.



Document Encryption

Protects documents while they're being stored and when they're accessed.



Password Protected Access

Allows only authorized users to see sensitive business information.



Tiered Access to Content

Restricts access by project, user, and even individual document.



Audit Reporting

Keeps track of who accesses each document, what they did with it, and why.



Audit Tracking

Requires employees to log the name of whomever they're sending information to and why.



Document Check Out/In

Provides a "master" document version be checked out for editing to prevent overlapping effort.

Learn more about the features that enable secure telework:

www.digitechsystems.com/telework

