

# Soonr Workplace

Soonr's Mobile Sync & Work Platform for SMEs now offers on and offline users access to shared files and workspaces. Soonr Workplace aims to enhance today's dynamic business environment by allowing users to safely organise, manage and share files with internal and external stakeholders; from any device, anywhere.

## Anywhere, Any Device

Soonr allows you to safely access, key information on over 800 mobile devices, benefiting from passcode, lost device protection and data encryption



## Enhanced File Security

Account meta-data, User Profile, and files are stored in separate servers and linked with unique codes. Web connections utilize a 256-bit SSL connection and agents connect with a 168-bit SSL encrypted connection. Data is mirrored and backed up regularly in our state-of-the-art data centres, which are physically monitored 24/7.



With Soonr Workplace, files are organised into Projects and users have complete control over how they build teams and give access to specific information. Users can easily view, print, fax, markup, search for and share important documents on any device. With regular backup, versioning and automatic sync, users can access the files they need when they need them. Permission levels can be adjusted instantly, as teams and requirements change.

## Key Features

- View over 40 different file types without downloading the document
- ON and OFFLINE sync
- Real-time SMS Notifications and updates to your smartphone
- First-ever integrated editing solution for iOS
- Easily markup over 35 different file types
- Active storage and data sharing
- Password protected links for safe sharing and collaboration
- Instant backup and versioning

## Key Benefits

### Full Mobility

The Soonr Workplace supports over 800 Mobile Devices including iPhone, Android and Blackberry and provides a rich mobile experience when you're on the go. Documents optimized for viewing regardless of connection speed. Soonr lets you create online project workspaces so you can collaborate with your team even when everyone is mobile.

### Improved Teamwork Productivity

A Soonr Team consists of three types of users: the Administrator, Members and Connections. Administrators create Team accounts, Members are people you work with internally and Connections are people you work with outside your company, like clients, partners and suppliers. With Soonr, you can easily and securely share, organise and manage important business information with your Team. Permission levels can be adjusted instantly to cater for the changing needs of the Teams.

### Business Continuity

The Soonr service is designed with multi-level architecture and maximum security inherent in its design. Soonr will continuously monitor files for changes and back them up automatically when they are changed. You won't ever worry about losing your valued files, even if you delete a file or get a virus.

## Optimised for Business

Soonr Workplace contains 3 parts: remote access, secure backup and team collaboration. With documents optimised for viewing regardless of connection speed, administration, access control and reporting tools, backed by extensive SLAs, remote team collaboration is made easy.



## Working with Soonr Workplace Teams

All Soonr accounts are set up for groups of people working together as a team. Individual users can use Soonr as well as large teams of users. An individual user is a team with one member. Each team must have at least one Administrator, who sets up and manages the team members, allocates storage, can check status and run analysis.

Teams can be set up at organisation or department level. Being part of the relevant team is important because only team members can freely share files in online projects.

### Easy Collaboration

Allows team members to set up Projects to share files critical to completing tasks on time. Members can share, edit, comment, print and fax documents in the shared projects.



Dashboard



Teamwork



Projects



Sync



### Administrators, Members, and Connections

There are three kinds of users on a team, each with specific rights.

- Administrators – have enhanced rights to create accounts for other members and connections. The Administrator manages the total storage that has been allocated to the team and the amount of that storage that each user can use.
- Members - collaborate in projects. Members can create, edit and share projects. Members have control access rights over those invited to the project. Each Member has a storage quota controlled by the Team administrator and can backup their data files automatically.
- Connections - collaborate in Projects, but cannot create new projects, or have their own storage quota. Connections are people you work with outside your company, typically clients, partners and suppliers.

All members enjoy the mobile access and security provided by the Soonr service, including the ability to access their account from their mobile phones. Special applications are available for iPhone, Android, and Blackberry phones.

Your Team

Partners  
Clients  
Suppliers

### Mobile Notification

Team members who are out of the office can stay in the loop through text messages with ability to view files and comments on any device.



Mobile



Versioning



Commenting



Search

### Sharing Outside the Team

Sharing files and folders outside the team can be done via read-only Web Links with controlled upload and download. Expiration dates and passwords can be set to ensure maximum security. Visitors cannot see the comments, revision history, or other activities of the team. If however, team members wish to allow visitors to download a file they do so.

### Dashboard: Your business at a glance.

The Dashboard is your integrated overview of all your recent Project activities. You can instantly and securely view all your files. It automatically lists comments and changes your Team makes to documents chronologically. Your Favourite files are available on your mobile devices even when there is no connection available.