



5 ways to stay in control of content sharing

You know your employees share information with others inside and outside the walls of your organization. But how much of that sharing do you actually control? Are you aware of how often staff share confidential and business-critical information? Do you know who is sharing it?

More importantly, do you know who they're sharing it with?

If you're struggling with visibility, you are not alone. However, it is possible to retain complete control of the information flowing in and out of your organization.

How?

It all comes down to identifying and understanding the tools your company uses today and then standardizing on a single tool that is both easy to use and easy to secure and adapt to your specific business needs and processes.

Here are five features to look for in an enterprise cloud-based file-sharing tool »

1 ROLE-BASED SECURITY

The right file sharing solution empowers your IT department to control who can share content, what content they can share and with whom they can share it. These role-based security settings leverage corporate-sanctioned email addresses and automatically track which users are accessing specific content and when. This information is all accessible via administrator reports.

2 REVOCATION OF ACCESS WHEN EMPLOYEES LEAVE

When employees leave an organization for any reason, it is easy for the administrator to lock the account so the former employee can no longer access the information. With public file-sharing tools that don't provide this control, this level of security is a challenge.

3 SIMPLE TRANSFER OF OWNERSHIP

As employees change roles or move to different departments, it should be simple for a system administrator to immediately change their viewing and sharing privileges. This ensures employees have access and sharing rights to the information they need to do their jobs.

4 INTERACTION WITH CONTENT MANAGEMENT SOFTWARE

As you manage the content employees share inside and outside of your organization, ensuring a seamless flow is key. Seeking a connection between your secure file-sharing tool and content management system will help reduce bottlenecks caused by the manual copying and pasting of files and ensure correct versioning across systems.

Look for a file-sharing vendor with experience in content management – even a dedicated content management product that directly interacts with its sharing tool. Specific solutions can even automate document sharing as a critical step in a broader business process.

5 A VENDOR THAT PROVIDES PRIVATE HOSTING IN A PURPOSE-BUILT CLOUD

When it comes to safe sharing in the cloud, security is crucial. To ensure security of your information, make sure that a vendor can host your solution in a cloud where your data is not comingled with other companies' and is protected with an encryption key unique to your organization. Also, ask where your data would be stored and backed up.

If you're one of the 65 percent of organizations – according to AIIM research – that still don't have some level of sanctioned, cloud-based sharing standards in place, 2018 is the year to re-examine your content-sharing strategy.

Maintaining ownership over your information might seem like an insurmountable feat, but it is achievable. You can control your information. You can secure it. You can protect your organization and you can empower your employees to safely share, as it is an inherent element of modern business.

Learn more at ShareBase.com »