SHARP

Optimised
Workflow

CLOUD PORTAL OFFICE

CLOUD BASED
DOCUMENT MANAGEMENT

Optimising your document processes can increase your efficiency by up to 30% /This is Why small businesses use Cloud Portal Office to drive profitable growth.

The more you know, the better you perform /This is Why Cloud Portal Office puts all your information at your fingertips.

Welcome to Cloud Portal Office – our award-winning cloud-based document management system that lets you capture, store, manage, share and retrieve all of your business documents safely and securely.

Affordable, scalable and easy to use, Cloud Portable Office gives small- to medium-sized businesses an enterprise-class document management solution that optimises workflows to:

- Drive growth
- Improve efficiency
- Reduce costs

Optimised workflow

Cloud Portal Office maintains a structured, up-to-the-minute repository of all of your business documents, whether they were created digitally or scanned from hard copy. Use it for storing information about your products, services, customers, markets, competitors, contracts, accounting data, marketing campaigns, or anything else.

But Cloud Portal Office isn't just for storing documents. Think of it as a powerful and versatile information hub. Every authorised team member enjoys anytime/anywhere access to everything they need for effective decision-making and effortless collaboration.

How do you retrieve your information? Any way you want to! All you need is a valid user subscription and any web-enabled device such as a PC, laptop, tablet, smartphone, Sharp MFP or, for team meetings, our BIG PAD interactive whiteboard. Collaborate in person or remotely, one-on-one or one-to-many; anything's possible.

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OUTSTANDING
ACHIEVEMENT

Sharp Corporation
Cloud Portal Office v1.0
Outstanding Achievement in Innovation

CLOUD PORTAL OFFICE

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Wasted time is lost productivity /This is Why top performers prefer Cloud Portal Office.

Research firm Gartner has reported that most workers can spend up to 30% of their time looking for information. That's ten or eleven hours of productivity lost every working week by every single employee, caused by unstructured data and documents being filed in highly distributed, isolated and poorly indexed document storage systems.

Cloud Portal Office restores the business-wide productivity that you need to achieve and maintain profitable growth, by giving your entire team the ability to access and share the latest version of every document. In the office or on the road, your entire information repository is just a click away.

There are no doubts, there's no confusion and nothing is misplaced. Just instant, online access to everything, wherever you happen to be and however you prefer to work.

Reduced operational costs

Cloud Portal Office is designed to reduce costs, too. A greater use of digital documents means less printing, less paper and fewer filing cabinets.

With the information they need always at their fingertips – wherever they are – everyone becomes more efficient and, because Cloud Portal Office is provided as 'Software as a Service', there's no need for any upfront capital investment and no need to replace servers or buy additional ones.

What's more, because everything is stored securely in the cloud there's no need for off-site document archives or expensive disaster recovery services.

ON AVERAGE A COMPANY SPENDS 6% OF ITS REVENUE MANAGING DOCUMENTS. (INFOTRENDS)

Information feeds success /This is Why your team should connect with Cloud Portal Office.

The first step towards driving profitable growth is hiring the brightest talent you can find. The second is giving them all the information they need to make the best decisions for your business. And that's why you need Cloud Portal Office.

Cloud Portal Office lets you move away from a fragmented, highly distributed document environment to a secure, centralised data repository. It means your staff will spend far less time looking for information and much more time putting it to good use.

To store data, authorised team members can save their files straight to the cloud repository or scan them directly from a Sharp MFP. Scanned documents can be indexed at the MFP for easy retrieval. Plus, the Desktop Sync feature lets you index the documents for fast and accurate archiving. For maximum convenience we've included a full text search capability, for easy retrieval.

Anytime/anywhere access to business-critical information enables better decision-making for faster growth and an ability to react much more quickly to market changes and emerging opportunities. The natural result is profitable growth.

That growth is sustainable, too. Because your team is better informed and more productive there is a low financial risk and less strain on your budget.

SOME STUDIES HAVE SHOWN THAT AS MUCH AS 80% OF BUSINESS DATA IS UNSTRUCTURED.

Lower costs drive greater profits /This is Why Cloud Portal Office puts you in control.

By using a Sharp MFP to scan invoices and other paper documents into Cloud Portal Office, manual document processing can be streamlined to further improve cash flow, providing easy access to stored content.

A solution that grows with your business

Because Cloud Portal Office is scalable, you only have to purchase the number of subscriptions you need at the time and you never waste money on unused subscriptions.

If someone no longer needs to use Cloud Portal Office, you can simply cancel the subscription and stop billing*. If you need more subscriptions, you can simply order more. Subscriptions are under your sole control at all times and can be managed through a secure web page.

Cloud Portal Office can scale from an invaluable workgroup tool to an enterprise-wide global information system. Start small or think big – it's your choice.

Dependable security

If you care about maintaining security you'll be reassured that the servers we use to store your data are located only in Europe, in line with EU data protection requirements.

Cloud Portal Office is built for business providing the ability for organisations to maintain control over their intellectual property by managing user access through the Subscription Manager. All of your data is protected by access controls, powerful firewalls, state-of-the-art encryption technology and redundant fail-over systems. Password policies can be set to match the requirements of your own internal security policy.

With Cloud Portal Office your data is always safe and secure. Your business administrator can set, change and revoke access permissions by user or by workgroup in a matter of moments, sharing as much or as little information as you deem appropriate. Cloud Portal Office puts the business in control of its information assets.

SCAN DOCUMENTS TO CLOUD PORTAL OFFICE FROM A SHARP MFP.

* May not apply with fixed term contracts. Check for details.

Inspiration can happen anywhere /This is Why Cloud Portal Office goes with you everywhere.

Cloud Portal Office not only brings speed and efficiency to document capture and archiving, but you can also synchronise Cloud Portal Office to your desktop. This feature makes sure that you will always be working on the most up to date version of your documents even when you switch between your main PC, your laptop and your home computer.

⊕ ↑ John Smith > HR

Notifications for this folder

Press Subscribe to receive an email every time the selected action occurs on this [folder or file].

Creation	Subscribe
Modification	Subscribe
Add notes	Subscribe

⊕ ↑ John Smith > HR

Share options for HR (owner: John Smith)

Current rights

	User	Granted permissions
☐	👤 Andrew Taylor	All Plus Share
☐	👤 Mary Jones	All Plus Share

Remove rights

Add user/group

👤 Mary Jones

○ Read
○ Read Write
○ Read Write Delete
● All Plus Share

Add rights

✉ Send Link: n001-eng.pdf ✕

Link(s) will expire in [4 Hours ▾]   0/10 Used

Enter Email Ids

Message   46/512 Used

Please find attached the file you requested...|

Preview Of Email   Send Link

John Smith shared file(s) with you !

File(s) will be available for next 4 Hours

n001-eng.pdf (v.1.0) - Click here

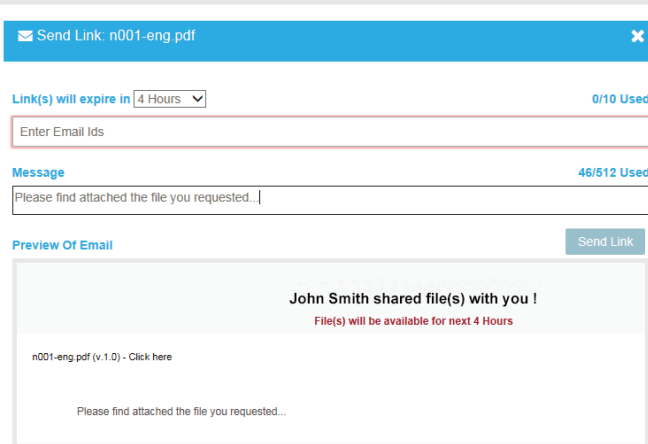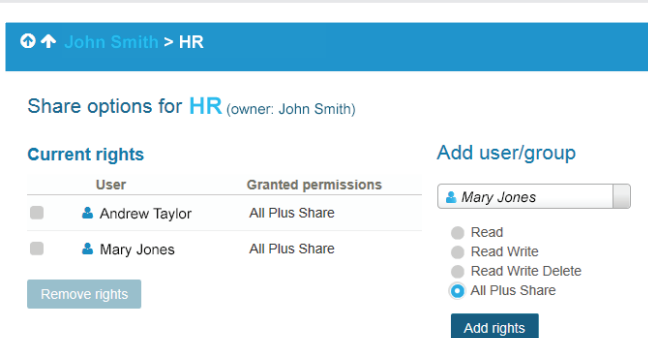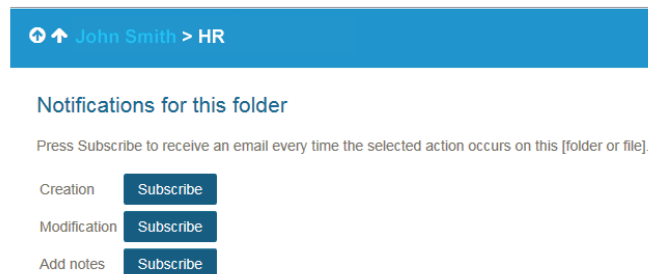Please find attached the file you requested...

Efficient teamwork and collaboration

Cloud Portal Office's collaboration and notification features ensure all groups or departments within an organisation's structure, communicate efficiently and effectively.

You can subscribe to file and folder notifications, for example, so that you are always informed of the latest version of – or change to – a document. You can also add your own notes to files and folders to sign off projects, contribute new information, and to make change requests. Notifications and notes can also be used to create light document workflows for use within specific departments or interoffice project groups.

When there's a need to share content with others, you can give each person or group specific access rights to your folder. You remain in control, share as many or as few files as appropriate, and, give them full access or just the ability to view.

If you have files that are too large to email, simply use the 'Send Link' feature – from the Cloud Portal Office website or from your mobile device – to share information with Cloud Portal Office users and external recipients. For security, the link can also be set to expire after a specific time.

COLLABORATION AND NOTIFICATION FEATURES THAT IMPROVE ORGANISATIONAL EFFICIENCY.

Connected teams are stronger teams /This is Why your business needs Cloud Portal Office.

These days, we all use tablets and smartphones, even if we have laptops. They're so much more portable and convenient. At Sharp, we believe that these devices should be integrated with the wider document management and collaboration infrastructure to maximise the efficiency of mobile workers.
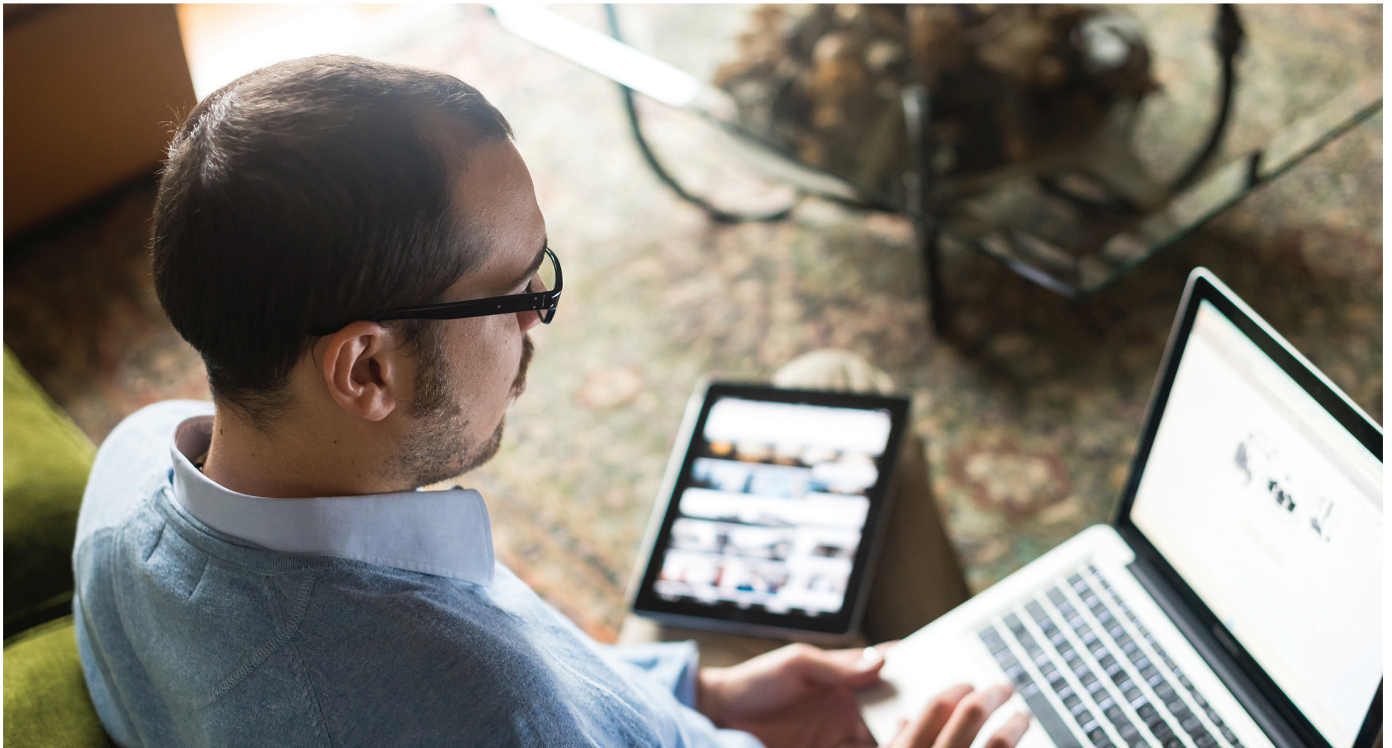
Enabling the mobile workforce

There's no need to stay in the office to keep in touch. It's easy to contribute your ideas wherever inspiration strikes: at home, on the road, from your hotel – anywhere.

You can access, upload, download, manage and print files from your phone or tablet; create new folders, collaborate and share. Cloud Portal Office lets you take your team with you wherever you go, reducing the time and cost of travelling to meetings. All you need is a connection to the internet and a web-enabled device.

A standardised interface for mobile workers gives everyone a familiar experience regardless of which platform they're using. And you can even set up temporary guest accounts – perhaps for working more closely with a customer or supplier – making Cloud Portal Office available to a wider audience.

Back in the office, you can access the cloud directly from your Sharp OSA enabled MFP*. If you want the latest version of a file, for example, just walk up, log on, browse and print. It's all there, ready and waiting.

* The MFP must be enabled with Sharp OSA 4.0 or above

Specifications

General

Access options	Web browser (PC/Mac), Mobile Device (iOS/Android), MFP front panel, BIG PAD (with/without PenSoft Software), Desktop Sync Software
Maximum number of connected devices	No limit for MFPs, BIG PADs, Mobile Devices, PCs (via browser) 3 Desktop Sync clients per subscription
Network speed incl. ADSL/Broadband (Mbps)	5 (minimum) 10+ (recommended)

Upload file size (Max)

Browser	300 MB
Mobile app	300 MB
MFP scan/Print app	250 MB
BIG PAD/PenSoft	300 MB
Desktop sync	2 GB

Download file size (Max)

Browser	2 GB
Mobile app	300 MB
MFP scan/Print app	250 MB
BIG PAD/PenSoft	300 MB
Desktop sync	2 GB

Supported Operating Systems

Windows® PC Windows 7/8/10 (32 & 64 bit)	Internet Explorer (v9 or later) Firefox (v14 or later) Chrome (v18 or later)
Mac OS X (10.7 or later)	Safari (6.0.2 or later) Firefox (v14 or later) Chrome (v18 or later)
Mobile device	Apple iOS 7.0, 8.X (or later) Android 4.0 (or later) for smartphones and tablets
Desktop sync	Windows 7/8/8.1 (32 & 64 bit) OS X 10.8 (or later)

Security

File encryption	Automatic encryption of all uploaded documents 128 or 256 AES encryption

Secure document transmission

MFPs	SSLv3.0 / TLS v1.0 AES256-SHA
Android apps	SSLv3.0 / TLS v1.2 AES256
Apple apps	SSLv3.0 / TLS v1.2 AES256
BIG PAD connector	SSLv3.0 / TLS v1.2 AES256
PC/Mac	Subject to user PC/Mac browser capabilities

Supported MFPs

Sharp OSA 4.0 (or later) enabled cloud capable MFP
MX-AMX2
PostScript support (for printing PDFs)

Print support at the MFP

File formats	PDF, TIFF, JPEG, XPS
Colour mode	Auto
Print copies (Max)	999
Paper size	A4, A3, Auto, Legal
Orientation	Portrait, landscape
Fit to paper size	On
Double sided printing	1-sided, 2-sided (book), 2-sided (tablet)
Staple	Yes
Punch	Yes
Offset	Yes
Collate	Group, sort

Scan support at the MFP

File formats	PDF, TIFF, JPEG, Encrypted PDF, PDF/A, XPS
Scan preview	Yes (10.1" panels and above)
Name file option	Yes
Scan resolution (dpi)	100, 150, 200, 300, 400, 600
B/W compression	None, MH, MMR, JPEG colour compression ratio default will be "medium"
PDF password entry option	Yes (if encrypted PDF file type selected)
Send size	A4, A3, Auto, Legal
Double-sided scanning	1-sided, 2-sided
Exposure mode	Text, text-print-photo, print photo, photo, map
Exposure level	0 (Auto), 1, 2, 3, 4, 5
Job build option	Yes
Blank page skip	Yes

Supported BIG PADs

BIG PADs launched after March 2013 that support PenSoft Software
Cloud Portal Office BIG PAD connector software is required
PC with Windows 7 (or later) support

Notes

This is Why

Optimised Workflow

www.sharp.eu

SHARP

OSA› Sharp Open Systems Architecture

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