Titus for
Document Management Systems

Document Management

Electronic documents are an essential component of just about any enterprise. Managing this increasing number of these documents in a variety of file formats and sources is can be a challenge without an enterprise-grade Document Management System (DMS). Companies have been increasingly relying on DMS to capture, store, and retrieve electronic documents while realizing benefits that include storage efficiency, simplified collaboration, improved regulatory compliance, superior backup and disaster recovery, and more.

Titus classification, via persistent metadata, is positioned well to interoperate with DMS systems to improve DMS functionality even further by enabling better control over legal holds or consent decrees, among others; while providing an extra level of security not possible with DMS alone.

For example, many Document Management Systems can leverage Titus metadata to apply its own document properties. In many cases, Titus can work with documents stored or created in the DMS to provide levels of security not possible with DMS alone. For example, files in DMS that have been created from templates will inherit metadata from the DMS itself.

Titus can leverage this metadata either apply additional metadata to better manage document lifecycles. Metadata can be added at creation and updated throughout the document's life to better identify when it should be destroyed or archived.

Benefits of Titus metadata in a DMS include:

- **Access Rights Management**. With a file classified to a department, DMS can more effectively apply its access rights list to restrict access to the correct users.
- **Automated Encryption.** In case in which a classification suggests that a file be encrypted before sharing, the DMS stores that instruction and triggers encryption when a sharing attempt is made.
- **Reference**. DMS can replicate Titus metadata in its own profile form. This can be especially useful for managing legal holds or other retention policies.

Contact us today to learn more and find out if Titus will work with your Document Management System of choice.

About **HelpSystems**

HelpSystems is a people-first software company focused on helping exceptional organizations Build a Better IT™. Our holistic suite of security and automation solutions create a simpler, smarter, and more powerful IT. With customers in over 100 countries and across all industries, organizations everywhere trust HelpSystems to provide peace of mind. Learn more at www.helpsystems.com.
.

Protect your data.
Free your business.