

	EAZZY FILING	SHAREPOINT
Document Management		
<i>Creating any type of document</i>	Yes	Yes
<i>Adding documents via drag and drop</i>	Yes. Opposite to Sharepoint, Eazzy can prevent to classify documents anywhere (out of folders filing is not possible)	Yes
<i>Indexing of added documents</i>	Not required	Not required
<i>Opening of Office documents</i>	Yes	Yes
<i>Scanned Documents</i>	Yes, possibility to connect several scanners of the network to filing themes	Yes
<i>Photos</i>	✓	✓
<i>Videos</i>	✓	✓
<i>Managing versions</i>	Yes. EF creates new documents with new version references but this is done manually	Yes. SharePoint manages versioning automatically with the same document name. You will need to go to the website to check the different versions by date.
<i>Adding references</i>	Yes. A unique reference for each document, which integrates date of creation, user initials, counter & version no	No
<i>Naming convention structures</i>	Yes, it is possible for you to create your own naming fields, link them to a database, (dropdown list extracted from an SQL reques) or to lists	No
<i>Batch renaming</i>	Yes, Find/Replace, Add text, Add a Date, Convert in Caps, ...	No
<i>Storage of documents in local</i>	Yes, in folders found on your server, or local if Onedrive	Yes, si Onedrive
<i>External sharing & storage of documents via the Cloud (Dropbox, Onedrive ou autre)</i>	Yes, any type of Cloud.	Optimised for Onedrive & Onedrive for Business

<i>Active Directory windows securities</i>	Yes	Yes
<i>Folder securitius</i>	Yes, takes the Windows AD securities	Yes, Securities SharePoint and via active directory on the serveur
<i>Export searches or lists of documents to excel</i>	Yes	No
<i>Customised homepage, customised themes</i>	Yes, internet site/Image/Document...	Yes, Site SharePoint
<i>Ziping of documents</i>	Yes, Winrar	No
<i>BIN and destruction of documents</i>	Yes, Personal Bin, Secured and saved, with possibility to restore or destroy completely if rights	Yes
<i>Converting an office document in PDF</i>	Integrated directly into Eazzy Filing	Yes, integrated to Office
Emails Management		
<i>Classification of Outlook Emails</i>	Yes, avec with renaming conventions, finding if attached documents exist, possibility to extract only attachments, Classification by batches, references added to emails, ...	Not optimised. Names of emails are not kept and visible in documents explorer
<i>Filing attachments found in emails</i>	Yes, possibility to choose which attachment to extract and file	No, has to be done manually
<i>Date of reception of email upon filing</i>	Kept	Not kept but takes instead the date at which the document is filed on sharepoint
<i>Sending emails</i>	Yes, with attachment, or with links	Yes, simple
Folders Management		
<i>Creation of automatic directories</i>	Yes. Predefined Folder structures can be automatically created using one button by the user, with or without docs inside folders	No.

<i>Page of filing definition per folder</i>	Yes, in format PDF, TXT ou WEB	No
<i>Duplicating a folder (with its documents)</i>	Yes	No
<i>Duplicating a folder (without its documents)</i>	Yes	No
<i>Moving a theme and its documents</i>	Yes, for the archiving for exemple. Rights given to one or more users.	Yes, by the administrator only
<i>Security settings on a theme at first level</i>	Yes, via Eazzy & Active Directory	Yes, via the active directory
<i>Linking a folder to a place on the disk</i>	✓	No

Searches

<i>Search on a word</i>	Yes	Yes
<i>Search Full Text</i>	No, unless you use a plugin	Yes, only for certain types of documents
<i>Whats new since x no of days?</i>	Yes	No
<i>Search with AND, OR</i>	Yes	No
<i>Search by empty folders</i>	Yes	No
<i>Search by doc extension</i>	Yes	Yes
<i>Search by reference</i>	Yes	No
<i>Searches of themes/directories</i>	Yes	Yes

Encryption

<i>Encryption</i>	Yes integrated	No
<i>Blurring of Documents Name</i>	Yes integrated	No
<i>Destroys documents in an encrypted was</i>	Yes integrated	No
<i>Manages various groups of users</i>	Yes integrated	No

Metadata		
Metadata	No, unless you use office Tags	Yes if configured
CLOUD Interface		
Any type of Cloud (Dropbox, Onedrive, Google Drive, ...)	✓	No
Transactions Journal		
Journal Eazzy (Log)	Yes	No
Items to take into consideration in different scenarios	FOLDERS	METADATA
Creation of Documents		
Creation of all types of documents (office, PDF, emails, ...)	Yes	Yes
Using documents via the Drag and Drop function	Yes	Yes. However since there isn't any structured directory, the filing of documents will necessitate that each user completes the Metadata for each document. Without these metadatas, the documents will be difficult to retrieve or secured.
Importing folders and documents	Yes	Yes
Navigation in the documents		
Rights to navigate in the directories given the associated user rights	Yes	No. Comme il n'existe pas de structure thematique

	No	It is possible to organise and list the documents in various ways and in relation to the type of categorisation created for documents
	Some are used to store and manage electronic documents in a directory. Same as for the document explorer: Users prefer to keep this tool they have been using for years.	
		Some prefer to see their documents grouped by type of activity while others prefer to see them by type of document or per year.
<i>Possibility to have different view types</i>	Yes	Yes
	Folders make it possible for administrators to structure or define user rights in particular when there is confidential information.	