

CDS Secure Collaboration enables public sector project leaders to manage and direct online collaboration using a clear and simple Document Exchange platform, within and across organisations, with drag and drop simplicity.

Introduction

CDS Secure Collaboration is a secure, accredited cross-government document exchange and collaboration tool in use today by departments including:

- The Cabinet Office
- Department for Work and Pensions
- HR professionals across Government

The tool is cost-effective as the service is hosted within an existing central government cloud-hosted environment.

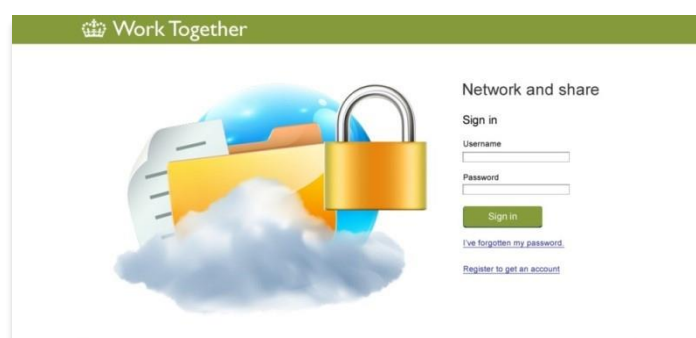
There are two versions of the collaboration platform available:

- **DocHub**
A simple team-based document exchange solution.
- **TeamHub**
A richer collaboration “intranet” experience that builds on top of the core document exchange solution by providing team home pages designed for teams and specialist interest groups to create project hubs.

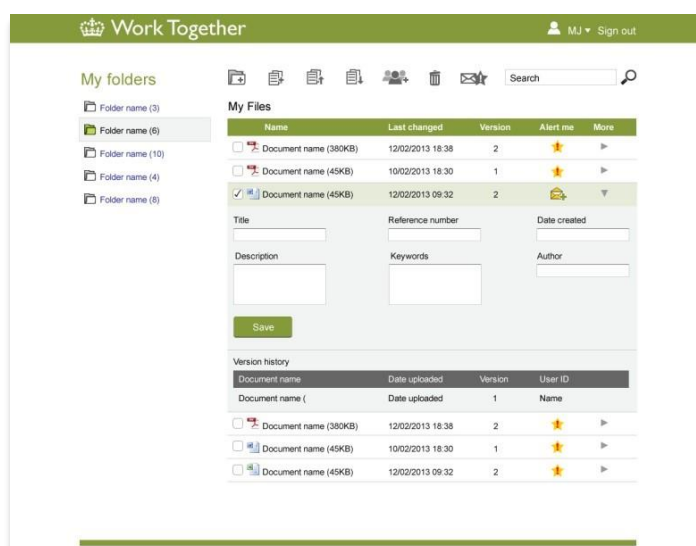
TeamHub and DocHub offer a simple and clear document exchange and collaboration solution: easy to access; easy to use; easy to share.

DocHub

- ✓ Allows for the development and sharing of policy documents across departmental boundaries.
- ✓ Allows departmental users to share documents with external advisors such as legal, accounting and other professional advisors.
- ✓ Ideal for ad-hoc project and policy teams who are not on the same internal network to collaborate and share secure documents.
- ✓ *Customised versions of the tool can be developed, such as this example service delivered for the **Central Civil Human Resources** team:



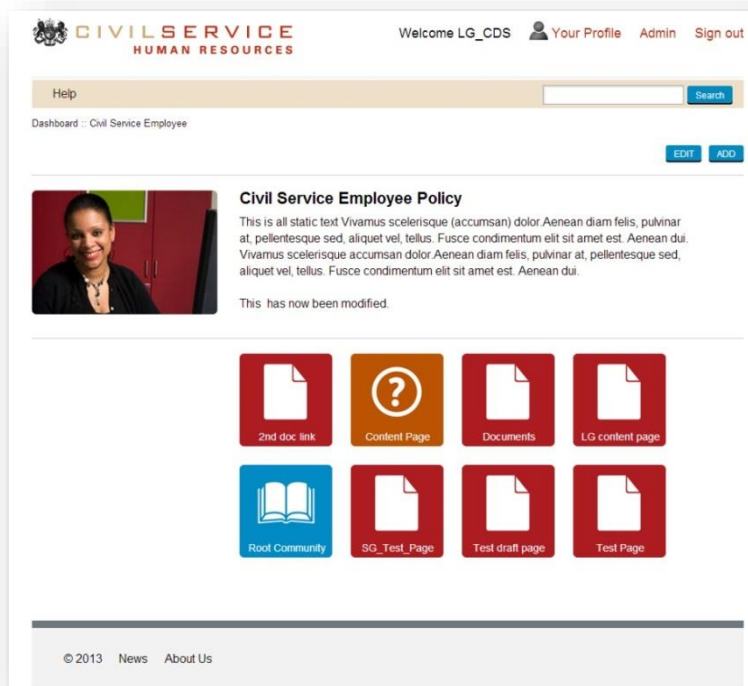
Secure login screen



Document Exchange screen

TeamHub

The Teamhub version of the solution builds an intranet style of interface around the core DocHub platform to provide you with the ability to create custom team homepages to share news, instructions, images as well as exchanging documents.



TeamHub provides access to a rich set of ready-to-go collaboration tools that can be used across the organisation.

TeamHub is also flexible, based on open standards, which allows you to add custom features to suit your needs; for example survey forms or discussion forums. Implementation services are available from CDS via the SCS lot within G-Cloud.

Feature summary

- ✓ Secure (subject to adherence to the application usage policy and Code of Connection).
- ✓ Easy to manage role-based access for departments, groups and teams
- ✓ Create users, manage their access profiles, login, password, authentication management.
- ✓ Simple user interface for both document exchange and community webpage content creation and sharing.
- ✓ Project team user interface to allow simple creation of dedicated spaces for ad-hoc team/community collaboration and document exchange.

Service Features & Benefits

Feature	Benefit
Chat	Instant communication between online users
User sign up	Users can register for an account themselves
User profiles	Creates a public profile that other users can view and search for
Communities	Creates groups to share information and collaborate
Calendar	Users can create and share events across communities and the site
Content pages	Creates pages of content for you
Full content pages	Full width main content area
Repository pages	Document storage sharing and version control
Global pages	Static pages are displayed in the footer
Response pages	Status pages of an event or project
Security groups	Select people to be part of security groups and define what they see
User activity audit	Shows user activity on site
Notifications	Sends email notifications to users
Email users	Sends an email to all users of the site through the admin function
Search	Users can search the site for pages and documents
Security taxonomy	Allows security settings to be applied to the users accessibility depending on which team they work for
Protective markings	Users can set protective marking statuses (configurable through the admin) against uploaded documents
Organisations	Displays organisations on the site and allows users to search and request to join them
Structure templates	Creates template structures to quickly set up new communities

Onboarding

Secure Collaboration is a turn-key service, activation takes approximately one day, no IT involvement is required and no software needs to be installed. After activating your *Secure Collaboration* service you can login, invite others to join your projects and start delivering outcomes.

The nature of the policies surrounding secure document exchange are such that any new team or department wishing to use the tool must first engage with CDS to check that your organisation meets the relevant criteria for use of the application. This engagement is generally quick and may involve discussion with the accreditor prior to activation. We cannot guarantee in advance of an initial engagement whether this service can be made available to you.

The service can be configured and extended to meet your requirements, such as that delivered for the Civil Service HR team (quoted above). Please contact CDS to discuss your requirements.

Offboarding

The team account can be disabled with 24hrs notice, during which all data and assets can be downloaded from the system. CDS can provide bulk extract assistance via our SCS service for Secure Collaboration.



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