



Administration and Security

Overview

In today's business environments, information is perhaps the most critical business asset. Irrelevant to the size of the organisation, the volume of electronic documentation is growing whilst the volume of employees on the move increases. Managing company information is not only key to staying ahead of competitors but also vital in maximising on margin through business efficiency.

openFabric Security Features:

- Powerful security for the most sensitive documents – openFabric maintains full confidentiality by only allowing access to authorised users and by encrypting all documentation as it is transferred.
- openFabric implements on-disk encryption to protect data as it resides in the repository. All company documentation and content in openFabric is therefore encrypted and secure.
- SSL is used to encrypt and protect data and content as it is transferred between servers, clients and other servers. All content and data transferred to and from openFabric is encrypted and secure.
- Digital certificates and strong encryption protect your content from unauthorised access.
- Journaling and recovery protect you against hardware and network failures.
- Availability of **openFabric** on Windows and Linux means that your solution, can be deployed across the enterprise and isn't tied to a single operating system.
- Using **openFabric**, instead of email, to distribute documents reduces exposure to email viruses.
- **openFabric** pushes from behind a firewall, so it does not require additional ports to be opened in your firewall.
- **openFabric** is a known quantity, tried and tested in a real-world environment.

Access Control

- Always secure – all openFabric shared workspaces are password-protected, so only authorised collaborators have access to your documents. For external access we maintain confidentiality by using strong encryption and secure Internet transmission (SSL)
- Each piece of data or content in an openFabric repository can be protected with lists of users and roles that can have access to it. In order to make this process even easier, specific functionality and types of data can be classified as to the sort of access that should be ordinarily required, you can decide for each user or role whether they have: No Access, Reader access, Author access or Full Administration. This can be changed at any time by a power user or an individual that has full administration rights.
- openFabric provides a powerful role based access control mechanism. Administrators (and power-users) can create roles based on the types of tasks and jobs that need to be carried out on the data in the repository. Users are added to these depending on the roles they are allowed to play.
- The menu system is restricted so that users only see the items to which they have been granted access.



Information management solutions from Saybi

- In the document management system user or role access can be defined as no access, read only, Author or Administrator for each document area.

Document locking

- All documents (and other content) in an openFabric repository can be locked by an individual user to ensure that changes and updates occur in an orderly fashion.
- The user can explicitly activate this document locking, or the openFabric server will use the locking mechanism transparently to ensure data integrity.

Version Control

- Any change to content or data stored in an openFabric repository is versioned to provide a complete history of changes or updates made to any document. Any content or data can be 'rolled-back' to any one of the previous versions, either replacing the existing document, or creating a copy for reference.

Why is Security important

Security very rarely comes with a company budget and with all the shared experience of security disasters within the commercial market it is still standard process to purchase security after an incident rather than before.

We believe at Saybi that your company information is one of your most valuable assets and therefore needs to be protected whether it is confidential information for senior employees only, compliance led or to protect from ex employees and competitors.

As openFabric is SSL encrypted our clients do not need to add a Virtual Private Network layer to their existing technology.

openFabric is flexible in the management of access, some of our clients have adopted and implemented a strict policy where only limited users have the ability to change and add information to the system, whereas others prefer to encourage a more open culture and make access and change more widely accessible. openFabric will accommodate any strategy, which can be determined in each installation through the implementation consultancy services provided.