

Products & Services

2024/25



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About us

At **encodian**, we deliver innovative solutions that overcome the limitations of standard Microsoft 365 capabilities. Our mission is to smooth your transition to the cloud, enhance collaboration, ensure compliance, and drive digital transformation.

We bridge gaps in Microsoft's offerings, maximizing your Microsoft 365 investment and optimizing resources.

Recognizing every organization's uniqueness, we create adaptable products and deliver bespoke services to meet your specific needs wherever you are on your Microsoft journey.

We are also committed to digital inclusivity, offering accessible automation and document management with free tiers and standard support for our SaaS products. **encodian** prepares your organization not just for today, but for tomorrow.



People Before Profits

We continue to grow our business on strong foundations through successful and long-lasting relationships with people.



Trust Through Integrity

We base our delivery models around providing the opportunity for us to earn your trust through actions, not words.



Pride in Quality

We are techies at heart and enjoy the micro details of the products we develop and the services we provide.

Our Products



Filer

Microsoft Document Management System



PAGE 32



AskAI

Securely deploy natural language AI for your business



PAGE 34



Flowr

The Ultimate Power Automate Connector



PAGE 36



Trigr

One flow for multiple SharePoint sites



PAGE 38



Indxr

Automated OCR for SharePoint Online



PAGE 40



Vertr

Streamline document viewing and editing from SharePoint



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Our Services

encodian offers comprehensive professional services to maximize your SharePoint, Power Automate, Power Apps, and Microsoft 365 investments. We handle planning, architecture, migration, implementation, adoption, configuration, customization, integration, and more.

As experts in information, document, and records management, we deliver tailored business solutions using SharePoint Online, Power Automate, Power Platform, and Microsoft 365. Our core principles include technical excellence, creative design, and delivering on commitments. Through a structured engagement model, we foster strong partnerships with our customers, achieving exceptional results.

Microsoft 365 Consultancy

Our accredited team at **encodian** provides expert professional services for Microsoft 365, ensuring your organization achieves industry-leading digital workplaces and information management solutions. Partner with us to transform your operations and maximize the potential of your technology investments.

Support Services

encodian offers support services for Microsoft 365, including Azure and on-premises infrastructure. We provide a unified solution for your Microsoft 365 tenant or specific applications, ensuring seamless integration and performance. Trust **encodian** for all your Microsoft 365 needs.

Meet our Leadership Team



Jay Goodison

Managing Director



Aaron Rendell

Microsoft MVP
Professional Services Director



Daniel Kong

Sales Director



Modern Workplace

encodian understands that collaboration is at the heart of every organization. So, we're here to help you improve and implement technology and techniques that enable your people to work from anywhere and however they need to.

We work at a speed that suits your organization so you can see improvements in real time and have us on hand every step of the way. Whether it's applications or a desktop experience you need, what matters is that it's effective and secure.

Document & Records Management



Unlock your document management potential with SharePoint Document Migration. Streamline every aspect of handling documents from inception to archival with ease.

SharePoint boosts organizational efficiency with features like version control, seamless search, check-in/out options, customizable templates, automated workflows, and real-time alerts. Simplify creation, storage, and collaboration to accelerate operations and enhance productivity for unparalleled success.

We can help you with:

- ✓ EDRMS Discovery & Design Workshop
- ✓ EDRMS Implementation
- ✓ SharePoint Adoption & Change Management Workshop
- ✓ Teams Adoption & Change Management Workshop
- ✓ Filer Standard Design & Implementation
- ✓ Document Scanning & Capture Discovery & Design Workshop

File Migrations



Migrating data to the cloud can be daunting, but transitioning to SharePoint, Teams, and OneDrive transforms collaboration across your organization. Embrace cloud-based solutions to streamline data management, enhance collaboration, and drive success with unparalleled efficiency and agility.

At **encodian**, we simplify your migration to SharePoint, Teams, and OneDrive. We understand your data needs and provide expert guidance on optimal placement, structuring, and management strategies. Empower your organization to transition seamlessly while maintaining control and maximizing efficiency.

We can help you with:

- ✓ File Server to SharePoint Online Migration Assessment
- ✓ SharePoint Server to SharePoint Online Migration Assessment
- ✓ Cloud to SharePoint Online Migration Assessment
- ✓ Migration Implementation



Encodian Filer



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encodian Filer offers a seamless, efficient, and powerful document management solution that integrates effortlessly with your existing systems. Turn SharePoint into your own EDRMS.

We can help you with:

- ✓ Automate document processing to save time
- ✓ Enhance collaboration with intuitive sharing and access features
- ✓ Improve security and compliance with robust data protection
- ✓ Streamline your document workflow with advanced search and retrieval capabilities

Find out more on **page 32** or the Filer product page on the encodian website.



Microsoft Copilot

encodian recognizes the vast potential of AI to revolutionize the way we work, increasing productivity through driving efficiency and providing instant access to knowledge or resources.

We combine our broad Microsoft consultancy knowledge with our deep technical development expertise to give our customers multiple entry points to adopting AI and ensure the solutions we design and deliver scale effectively with your needs.

Bespoke Development with Azure

encodian has delivered hundreds of enterprise projects due to our depth of technical expertise, which has seen us deliver a multitude of systems and database integrations across various sectors.

We can help you with:

- ✓ Data exchange adapters to Microsoft
- ✓ API or custom integrations
- ✓ ETL and middleware solutions
- ✓ Database consolidation



Copilot Readiness Assessment

In today's dynamic yet competitive business environment, organizations are looking at how best to take advantage of the power of AI. But to realize these benefits, organizations must ensure they have mitigated the security risks presented by AI and that AI isn't simply plastering over the cracks caused by business processes in need of improvement.

We can help you with:

- ✓ Understanding the Art of the Possible for key stakeholders
- ✓ Technical review of your current environment
- ✓ Storyboarding to identify and define key user roles in your business

encodian's Copilot Readiness Assessment is a standard fixed-price engagement tailored to your organization.



encodian AskAI



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Designed for seamless integration and user-friendly interaction, **AskAI** empowers organizations to harness the power of AI without needing deep technical expertise. Here's what sets **AskAI** apart:

- ✓ Natural Language Processing allows interaction with AI in everyday language, making it accessible to all.
- ✓ Customizable Workflows let you tailor AI to specific business needs for optimal performance and relevance.
- ✓ Real-time Data Analysis provides immediate insights and analytics for faster, more informed decision-making.
- ✓ Enhanced Security ensures data privacy and compliance with industry standards to safeguard sensitive information.

Find out more on **page 34** or the AskAI product page on the encodian website.

SharePoint Premium

At **encodian**, we believe in empowering organizations with advanced tools. SharePoint Premium enhances collaboration and content management, ensuring your teams can work smarter and more securely. With features designed for seamless integration and robust governance, SharePoint Premium supports your organization's evolving needs.

Recognizing that every business is unique, we help you customize and optimize your SharePoint environment to drive efficiency, compliance, and innovation. Let encodian help you unlock the full potential of SharePoint Premium for a more connected and productive workplace.

SharePoint Advanced Management



An ever-evolving landscape of digital collaboration and content management, the need for robust tools to govern access, secure data, and ensure compliance has become paramount.

Microsoft SharePoint Premium's 'Advanced Management' feature is a comprehensive suite of features designed to empower organizations in managing and governing their SharePoint and OneDrive environments.

We can help you with:

- ✓ Introduction to SharePoint Advanced Management features
- ✓ Implementation of SharePoint Advanced Management features

Microsoft 365 Backup



Beyond merely backing up data, the emphasis is placed on the ability to swiftly restore data to its original state in times of need. Whether facing the aftermath of a ransomware attack, accidental data deletion, or other unforeseen events, the efficiency of restoring large volumes of content is paramount.

Microsoft 365 Backup offers not only performance but also reliable restore confidence, ensuring that businesses can swiftly recover and resume operations. Through the Microsoft 365 admin center organizations can safeguard their data and maintain operational resilience even in the face of adversity.

We can help you with:

- ✓ Introduction to Microsoft 365 Backup
- ✓ Implementation of Microsoft 365 Backup

Microsoft 365 Archive



Microsoft 365 Archive offers a cost-effective storage solution for inactive SharePoint sites. Microsoft 365 Archive allows you to retain inactive data by moving it into a cold storage tier within SharePoint.

By integrating Microsoft 365 Archive with the Microsoft 365 search index and the features of Microsoft Purview, you gain a robust solution for managing your long-term data requirements, all tailored to match the lifecycle of your content, at an affordable price point.

We can help you with:

- ✓ Introduction to Microsoft 365 Archive
- ✓ Implementation of Microsoft 365 Archive

Security & Compliance

At **encodian**, we prioritize governance and security to protect your organization's most valuable assets. A robust security framework safeguards data, ensuring compliance with regulations while mitigating risks.

Our tailored solutions enhance visibility, control, and protection across your

digital landscape. Recognizing that every organization has unique challenges, we help you implement strategies that balance security with accessibility.

Let **encodian** help you build a secure, compliant, and resilient environment where your business can thrive confidently and securely.

Information Protection



Ensuring information security is vital for strong data governance. Microsoft Purview provides tools to protect sensitive data, enabling organizations to identify, classify, and secure it with encryption, access controls, and data loss prevention.

Leveraging Purview enhances security, reduces breach risks, and ensures compliance, building trust with customers and stakeholders. **encodian** helps streamline data management and minimize non-compliance risks for greater efficiency.

We can help you with:

- ✓ Protect and Govern Sensitive Data Workshop
- ✓ Information Protection Discovery & Design Workshop
- ✓ Information Protection Implementation
- ✓ Information Protection Adoption & Change Management Workshop

Data Lifecycle & Records Management



Effective data governance requires strong data lifecycle management and records oversight. Microsoft Purview offers tools to manage data from creation to disposal, ensuring regulatory compliance. Its records management features streamline storage, retention, and disposal.

Leveraging Purview improves data accuracy, security, and workflows, reducing compliance risks. **encodian** helps optimize data management for maximum efficiency.

We can help you with:

- ✓ Data Lifecycle & Records Management Discovery & Design Workshop
- ✓ Data Lifecycle & Records Management Implementation
- ✓ Data Lifecycle & Records Management Adoption & Change Management





Governance and Security

Governance in Microsoft 365 involves regulating app and service use to ensure secure, compliant, and productive collaboration. This includes managing access control, permissions, external sharing, and user behavior.

At **encodian**, we streamline this process, helping you implement effective controls to secure your data while ensuring efficient and compliant collaboration.

We can help you with:

- ✓ Collaboration Governance Discovery & Design Workshop
- ✓ Collaboration Governance Implementation
- ✓ Adoption, Change Management and Training



Privacy Risk Management & Subject Access Requests



Privacy risk management is essential in data governance, and Microsoft Priva offers robust tools to protect against privacy risks. Priva identifies and classifies personal data, evaluates privacy risks, and implements tailored controls to ensure compliance with data protection regulations. It also efficiently handles subject rights requests.

Using Priva, organizations can build trust, mitigate data breach risks, and demonstrate commitment to data privacy. **encodian** helps you reduce non-compliance risks and streamline privacy risk management, empowering your data governance efforts.

We can help you with:

- ✓ Mitigate Compliance and Privacy Risk Workshop
- ✓ Privacy Risk Management and Subject Access Request Discovery & Design Workshop
- ✓ Privacy Risk Management and Subject Access Request Implementation
- ✓ Privacy Risk Management and Subject Access Request Adoption & Change Management Workshop



Compliance with Microsoft E5

Microsoft E5, the premium Microsoft 365 subscription, offers extensive document retention capabilities to help organizations meet compliance requirements and manage their data lifecycle effectively. Key features include:

- ✓ **Advanced Data Governance:** Apply retention policies to classify, retain, and dispose of data according to business and regulatory needs.
- ✓ **Unified Data Loss Prevention (DLP):** Implement policies to secure sensitive information and prevent unauthorized access or sharing.
- ✓ **Information Barriers:** Control communication between groups or individuals to enforce segregation of duties and prevent conflicts of interest.
- ✓ **eDiscovery:** Conduct comprehensive searches across data sources to identify relevant information for legal or compliance purposes.
- ✓ **Legal Hold:** Preserve data for legal or regulatory investigations, preventing deletion or modification until the hold is lifted.

With Microsoft E5 (or the EM+S add-on), **encodian** expertly manages and advises on document retention, mitigating risks and ensuring compliance with industry regulations and internal policies.



Employee Experience

At **encodian**, we believe in prioritizing people over profits. A people-first culture values each individual, leading to organizational growth. Personalized employee experiences boost productivity, satisfaction, innovation, and retention.

Recognizing that everyone thinks and works differently, we help you create an environment where communication flows seamlessly and employees can build their own communities. Let **encodian** help you deliver a better, inclusive, and cohesive experience for everyone in your organization.



Modern Intranets



Transform your digital workplace with SharePoint and Viva Connections intranets. These platforms offer a centralized hub for seamless communication, collaboration, and information exchange, featuring customizable pages, news feeds, document libraries, and team sites tailored to your needs.

Boost productivity with quick access to essential resources, streamlined workflows, and enhanced collaboration. Trust **encodian** to build a modern intranet that enables your workforce to communicate, collaborate, and share information with unmatched efficiency.

We can help you with:

- ✓ Introduction to Microsoft Viva Workshop
- ✓ Modern Intranet Discovery & Design Workshop
- ✓ Modern Intranet Implementation
- ✓ Modern Intranet Adoption & Change Management Workshop



Enterprise Communities



Viva Engage, part of Microsoft Viva, revolutionizes employee engagement with an inclusive platform. It fosters a connected workplace by enabling seamless communication, collaboration, and feedback sharing.

With Viva Engage, employees can participate in company-wide dialogues, exchange ideas, and provide feedback, enhancing transparency and engagement. Start your enterprise social journey with Viva Engage, backed by **encodian's** expertise.

We can help you with:

- ✓ Introduction to Microsoft Viva Workshop
- ✓ Enterprise Communities Adoption & Change Management Workshop



Knowledge Management



Viva Topics, a key feature of Microsoft Viva, revolutionizes knowledge management with AI-driven organization of documents, conversations, and videos. This ensures employees have swift access to essential information.

By leveraging advanced machine learning and natural language processing, Viva Topics keeps employees informed and connected, boosting productivity and innovation. Enhance your organization's knowledge management with **encodian's** expert guidance on Viva Topics.

We can help you with:

- ✓ Introduction to Microsoft Viva Workshop
- ✓ Knowledge Management Discovery & Design Workshop
- ✓ Knowledge Management Implementation
- ✓ Knowledge Management Adoption & Change Management Workshop

Adoption & Change Management

Transform your organization's productivity and efficiency with cutting-edge digital solutions. Our people-first approach ensures seamless technology adoption, maximizing the benefits of Microsoft 365. With our expertise, we turn your digital tools into strategic assets, driving immediate improvements and long-term success. Enhance operations, foster innovation, and unlock your digital workspace's full potential, positioning your organization at the forefront of technological advancement.



Strategic Services

At **encodian**, we offer a range of transformative services designed to empower your organization and ensure you harness the full potential of Microsoft technologies. By leveraging these services, we tailor Microsoft technologies to fit your unique needs, ensuring you are equipped for both immediate wins and long-term success.

- ✓ **Strategy and Change:** Implement practical steps to manage organizational change effectively, ensuring a smooth transition and sustained success.
- ✓ **M365 Migration:** Experience a seamless shift to Microsoft 365, enhancing user experience and productivity with minimal disruption.
- ✓ **Digital Champions:** Engage your employees, foster new skills, and build vibrant communities within your organization, driving collaboration and innovation.
- ✓ **Power Platform University:** Develop essential skills for creating innovative, efficient business solutions through our specialized training programs.
- ✓ **Copilot and AI:** Elevate your team's interactions with AI through our trio of specialized services, transforming how you work and making your operations more efficient and effective.



Training Programs

Our comprehensive training programs are meticulously designed to empower your team with the knowledge and skills needed to excel in a digital workplace. Each program has clear objectives and is delivered through engaging, hands-on methods, ensuring your team is proficient and confident in utilizing these powerful tools.

- ✓ **Accessibility Courses:** Master the art of creating accessible documents, hosting inclusive meetings, and leveraging Windows accessibility features to foster an inclusive work environment.
- ✓ **Microsoft Copilot Courses:** Unlock the potential of Microsoft Copilot across various domains including HR, Marketing, Sales, Finance, and Legal, to streamline operations and enhance productivity.
- ✓ **Microsoft 365 Courses:** Gain in-depth expertise in Microsoft 365 applications such as Delve, Edge, Viva Engage, Excel, Forms, Viva Goals, Viva Insights, Viva Learning, Lists, Loop, OneDrive, OneNote, Outlook, Planner, Power Automate, Power BI, Power Apps, PowerPoint, Project, Publisher, Security, SharePoint, Stream, Sway, To Do, Teams, Viva, Windows, and Word, with tailored courses for every skill level.



Offerings



Our offerings are carefully crafted to elevate your business efficiency and innovation through the power of Microsoft solutions. Invest in a future where your digital tools become strategic assets, propelling your organization to the forefront of technological advancement and market leadership.

- ✓ **Elevate Digital Workspaces:** Transform your digital workspace with state-of-the-art Microsoft solutions, enhancing overall business efficiency and driving innovation.
- ✓ **Specialized Services:** Tailor Microsoft technologies to meet your unique organizational needs, ensuring both immediate improvements and long-term success.
- ✓ **Comprehensive Training Programs:** Access a wide array of training programs across foundational, intermediate, and advanced levels, covering various Microsoft applications to boost productivity and collaboration.



Power Platform

We all know that Microsoft 365 equips your organization with efficient and productive tools, but it can do so much more than that. The Microsoft Power Platform empowers users to create their own low-code and no-code applications, transforming work processes.

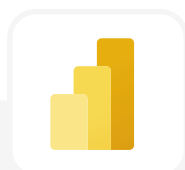
At **encodian**, we specialize in the Power Platform, supporting and nurturing users in their journey as application makers. We ensure that the apps created provide tangible benefits to both users and your organization.

Center of Excellence

Establishing a Power Platform Center of Excellence is crucial for empowering departments and citizen developers to digitize and automate business processes while ensuring central oversight and governance. Key elements include:

- ✓ Demand Management
- ✓ Environment Strategy
- ✓ Data Loss Prevention
- ✓ Monitoring and Support
- ✓ Evangelism and Education

At **encodian**, we support your organization from the start, defining a business case for the Power Platform and implementing a governed, fully supported Center of Excellence.



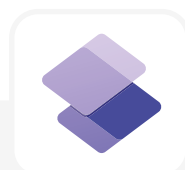
Power BI



Power Apps



Power Automate



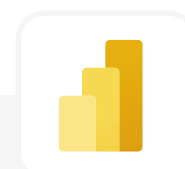
Power Pages

Application Modernization

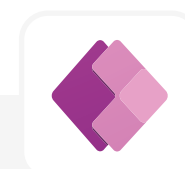
Microsoft Power Apps empowers users to create custom business applications without extensive coding. Its user-friendly interface, templates, and connectors streamline app development and deployment, accelerating digital transformation.

- ✓ **Productivity Apps:** Streamline processes like expense tracking, onboarding, and time tracking.
- ✓ **Customer Engagement:** Enhance interactions with surveys, feedback forms, and scheduling tools.
- ✓ **Data Collection and Reporting:** Collect data, perform inspections, and generate reports for decision-making.
- ✓ **Workflow Automation:** Automate tasks and workflows to boost efficiency.
- ✓ **System Integration:** Integrate with Microsoft and third-party systems like SharePoint, Dynamics 365, and SQL Server for enhanced functionality.

Power Apps enable tailored solutions for specific business needs, driving efficiency and innovation.



Power BI



Power Apps



Power Automate



Power Pages



Process Automation with Power Automate



Microsoft Power Automate is a powerful platform that streamlines repetitive tasks and processes across various applications and services. Users can create automated workflows without coding, freeing them to focus on strategic activities.

Power Automate handles tasks from simple email notifications to complex business processes, saving time and reducing errors. It automates approvals, integrates data, and orchestrates workflows across Microsoft 365 and beyond, driving efficiency and productivity.

- ✓ Automate data entry and synchronization between applications.
- ✓ Streamline approval processes for documents, forms, and requests.
- ✓ Integrate notifications and alerts to keep teams informed in real-time.
- ✓ Create automated responses to customer inquiries and support tickets.
- ✓ Connect and automate tasks across Microsoft 365 apps like Outlook, SharePoint, and Teams.

Power Automate offers flexibility and scalability to enhance productivity across organizations of all sizes.



encodian Flowr



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encodian Flowr integrates seamlessly with Power Automate, providing advanced document manipulation capabilities and extensive format conversion options, making it a vital tool for businesses aiming to streamline their digital workflows.

- ✓ Advanced document manipulation within workflows such as edit, split, merge and more.
- ✓ Convert files between various formats.
- ✓ Encrypt and password-protect documents.
- ✓ Enhance Power Automate workflows effortlessly.

Find out more on **page 36** or the Flowr product page on the encodian website.

Business Insights with Power BI



Microsoft Power BI is a powerful business intelligence tool that helps organizations visualize and analyze their data effectively. It connects to various data sources, transforms raw data into insightful reports and dashboards, and shares these insights across the organization, enabling data-driven decision-making with interactive visualizations and rich analytics.

- ✓ Create interactive dashboards and reports to monitor KPIs and track business metrics in real-time.
- ✓ Analyze sales data to identify trends, opportunities, and areas for improvement.
- ✓ Forecast future performance using historical data and predictive analytics.
- ✓ Discover insights from large datasets with advanced analytics, including machine learning.
- ✓ Collaborate with teams by securely sharing data visualizations and reports internally or with external stakeholders.

Power BI enhances decision-making and drives efficiency through its comprehensive analytics capabilities.



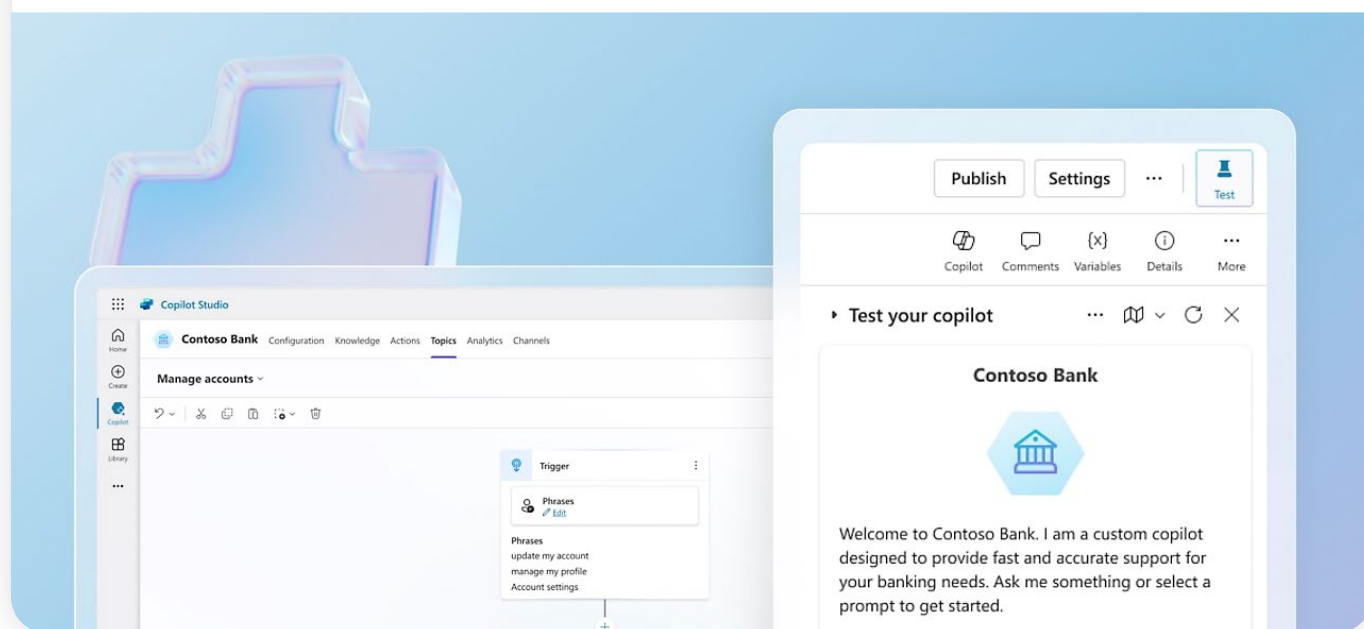
AI-Powered Assistants with Copilot Studio



Microsoft Copilot Studio (formerly Power Virtual Agents) is a cutting-edge platform that enables organizations to quickly build and deploy AI-powered chatbots without extensive coding or AI expertise. It enhances engagement with customers and employees through natural, intuitive conversational experiences, driving efficiency across various industries and scenarios.

- ✓ **Customer Service:** 24/7 assistance, answering FAQs, and resolving inquiries in real-time.
- ✓ **Lead Generation:** Engaging prospects, capturing leads, and qualifying them for sales.
- ✓ **Employee Self-Service:** Providing HR support, IT helpdesk assistance, and onboarding guidance.
- ✓ **Event Registration:** Assisting with event sign-ups, scheduling appointments, and managing reservations.
- ✓ **Product Recommendations:** Guiding product selection, offering personalized recommendations, and facilitating purchases.

Copilot Studio automates tasks, provides personalized support, and boosts efficiency.



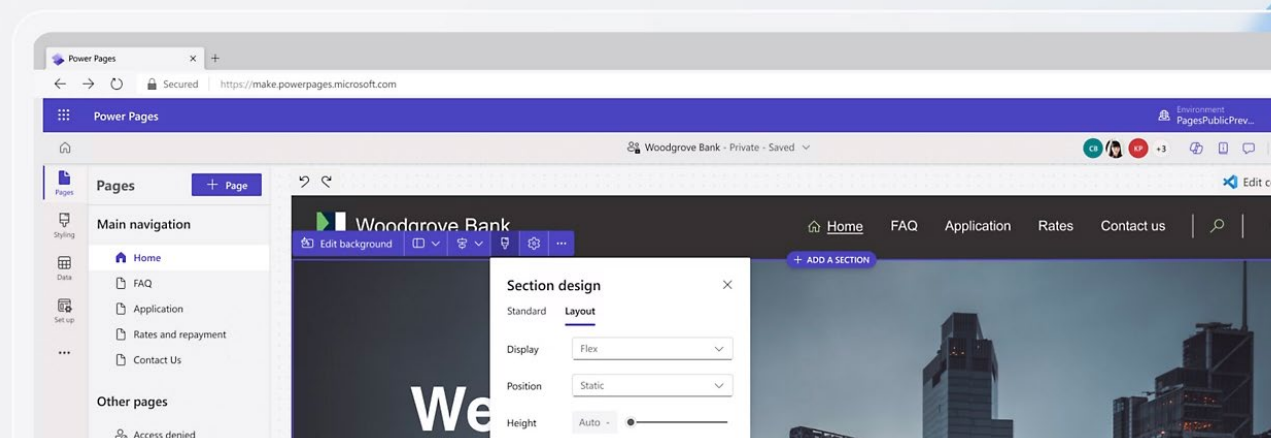
Low-Code Websites with Power Pages



Microsoft Pages (formerly Portals) is a versatile platform for creating customized websites tailored to organizational needs. It serves as a centralized hub for engaging customers, partners, and employees, providing a seamless user experience. With Microsoft Power Pages, businesses can easily build and deploy dynamic websites, extranets, and intranets without extensive development expertise.

- ✓ **Customer Self-Service:** Allow customers to access account information, track orders, and resolve issues independently.
- ✓ **Partner Collaboration:** Facilitate communication, document sharing, and project management with partners and vendors.
- ✓ **Employee Intranet:** Centralize company resources, policies, and announcements to enhance internal communication.
- ✓ **Knowledge Bases:** Provide access to FAQs, tutorials, and troubleshooting guides to assist users and reduce support inquiries.
- ✓ **Event Management:** Simplify event planning, registration, and attendee management for conferences and workshops.

Microsoft Pages enhances interaction and collaboration, driving efficiency across the organization.



Data Analytics

Effective reporting and data insights are crucial for business success. Microsoft Power BI transforms diverse data sources into interactive visualizations, allowing users to create both static and dynamic insights from databases, webpages, PDFs, spreadsheets, and third-party systems.

At **encodian**, we help you turn data into actionable insights, enabling data-driven decisions. We specialize in creating personalized reports that highlight key performance indicators, ensuring your business operates efficiently.

Microsoft Dataverse



The key to unlocking business insights is first standardizing, securing, and consolidating your data. Microsoft Dataverse is a powerful data service that allows you to work with any data type using a plethora of tools, providing flexibility, security, and low-code plugins to push or pull data.

We can help you with:

- ✓ Introduction to Microsoft Dataverse
- ✓ Implement Security Roles & Governance

Strategy

- ✓ Design your Data Schema
- ✓ Connect Microsoft or Third-Party Data Sources



Power BI



Data is the foundation of insights and decision-making: Data allows us to measure, track, and analyze different aspects of our world, from business metrics to scientific phenomena. By collecting and analyzing data, we can gain insights into patterns, trends, and relationships that help us make more informed decisions.

Using Power BI, users are empowered to create data visualizations that help you understand your data and communicate insights to others. With its wide range of visualization types and customization options, you can create engaging and interactive visuals that bring your data to life.

Microsoft Fabric



Microsoft Fabric is an end-to-end analytics and data platform designed for enterprises that require a unified solution. It encompasses data movement, processing, ingestion, transformation, real-time event routing, and report building. Fabric combines the best of Microsoft Power BI, Azure Synapse Analytics, and Azure Data Factory to create a single, unified platform.

At **encodian**, our experts can provide you with deep technical knowledge regarding all seven components within Microsoft Fabric. Enabling you to consolidate, reduce costs, and deliver data solutions that scale.



Azure Development

encodian is uniquely positioned as both a leading Microsoft Consultancy and Microsoft Independent Software Vendor. Due to our success in delivering a suite of Microsoft add-on products and connectors used across 40,000+ organizations, we can support an experienced in-house development team. This enables us to help organizations build modern applications using Microsoft Azure, a cloud platform, to deliver bespoke solutions.

Bespoke Development with Azure

We offer expert development services where we can take your requirement from an idea to a reality using the latest Microsoft Azure technologies. Our services are flexible, meaning we can take full responsibility for the project or work collaboratively with your in-house teams.

We can help you with:

- ✓ Design workshops
- ✓ Wireframes
- ✓ Prototype solutions
- ✓ Development
- ✓ Technical handover and ongoing support

Extending encodian Solutions

Before we move ahead with bespoke development projects, we first review the suite of Microsoft add-on applications **encodian** has developed over time. Often, we find an opportunity to expand the functionality of an existing **encodian** product to save you significant cost and time developing solutions.

The following areas may have synergy with an **encodian** product:

- ✓ Document and records management
- ✓ Document manipulation or data extraction
- ✓ AI classification (image, language, or text)
- ✓ ChatGPT-powered solutions or bots

Systems and Database Integration

encodian has delivered hundreds of enterprise projects due to our depth of technical expertise, which has seen us deliver a multitude of systems and database integrations across various sectors.

We can help you with:

- ✓ Data exchange adapters to Microsoft
- ✓ API or custom integrations
- ✓ ETL and middleware solutions
- ✓ Database consolidation



Application Modernization

Legacy technology and IT systems can hinder an organization's efficiency, productivity, and agility. These outdated systems often suffer from inefficiencies, slow response times, security vulnerabilities, high maintenance costs, and limited scalability. To address this, application modernization is crucial. It involves upgrading or transforming legacy systems into more contemporary, efficient, and adaptable solutions.

We can help you with:

- ✓ Identify systems that are outdated
- ✓ Assess the risks and inefficiencies of legacy solutions
- ✓ Identify opportunities to leverage microservices and reduce support costs
- ✓ Create a solid app modernization strategy
- ✓ Deliver solutions end-to-end
- ✓ Provide robust support services



Support Services

Why choose encodian?

In-house Solutions

- Constant training and maintenance of in-depth knowledge and expertise in a world where cloud technology is constantly evolving.
- High expenses associated with hiring, managing and training an in-house IT support team.
- Overload of your IT team with constant monitoring and support needs, at the expense of your IT service working smoothly.

Flexible Support

- ✓ Tailored Support Solutions
- ✓ Support that evolves with you
- ✓ Empowerment through Knowledge Transfer

Warranties

- ✓ Comprehensive 30-day Warranty
- ✓ Prompt resolutions
- ✓ Extended support options

Support Credits

- ✓ Pre-purchased support time
- ✓ Alerts for when you're running low
- ✓ Easy to top up

Working with encodian

- encodian** employs professionals with specialised skills and certifications, ensuring that the organisation's IT infrastructure is handled by competent IT professionals.
- encodian** offers cost-effective Managed Service offerings, including extended warranty periods of project implementations.
- encodian** provides proactive monitoring, helping detect and address potential problems before they escalate, minimizing downtime and its associated costs.



Flexible Support

At **encodian**, we empower your organization's growth by offering adaptable support services tailored to your needs. As your Microsoft 365 maturity evolves, our flexible approach ensures you only pay for what you require. We also focus on fostering self-sufficiency through knowledge transfer, helping your team solve challenges and build long-term skills.

With **encodian**, your organization not only adapts to change but thrives, confidently navigating every evolution.



Warranties

When you entrust your projects to **encodian**, you're partnering with a team dedicated to excellence and quality. Our standard warranty covers all work and customizations, ensuring any discrepancies or defects discovered within 30 days are promptly resolved. This process is managed seamlessly through the same mechanisms used during implementation.

For added peace of mind, extend your coverage with our Application Support Managed Service, protecting your investment every step of the way.



Support Credits

encodian's support services offer convenience and flexibility, giving you control over your support budget with pre-purchase Support Credits. Each credit represents 30 minutes of support, with 20 minutes available outside regular hours.

Your prepaid balance covers support incidents, ensuring seamless assistance without surprise charges. When your balance drops below 30 units, we notify you, and top-up credits are easily available. Unused units expire at the period's end, maximizing your investment.



Microsoft Document Management System



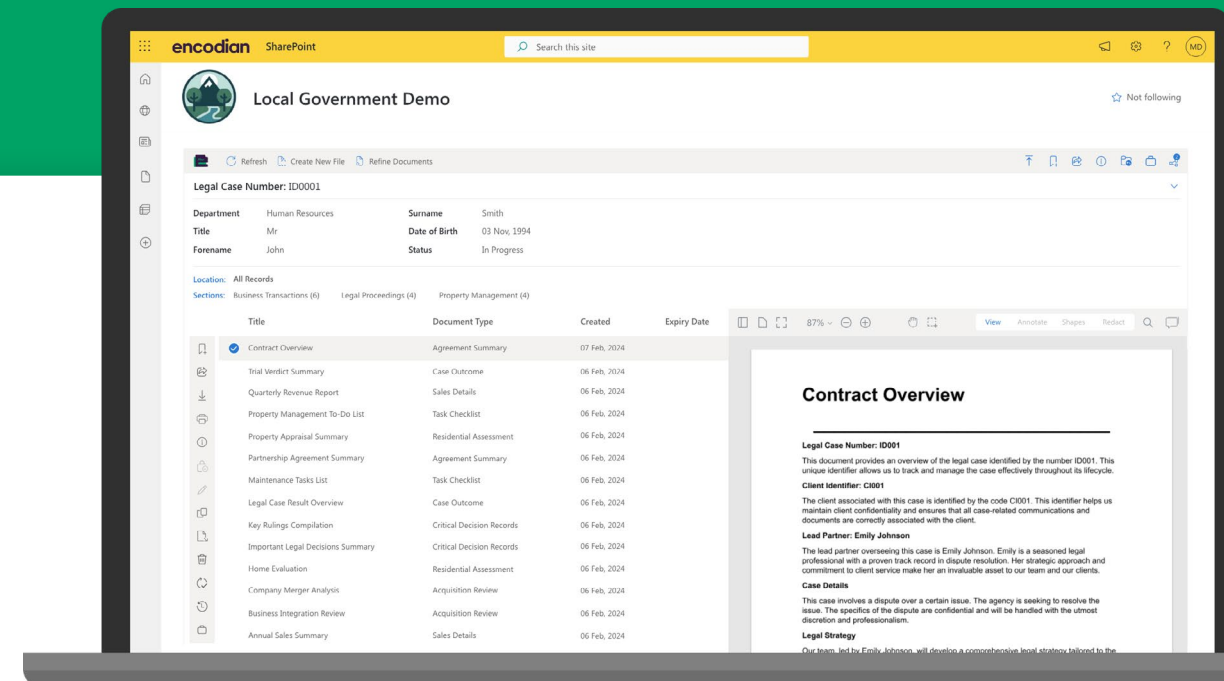
www.encodian.com/product/filer

encodian Filer

encodian Filer transforms SharePoint Online into a robust document and records management system. By leveraging your existing Microsoft 365 investment, **Filer** adds structure, compliance, and an intelligent document viewer for enhanced usability and management.

Key Features

- ✓ **Intelligent Document Viewer**
Supports 70+ file formats, allowing seamless document viewing.
- ✓ **Configurable Navigation**
Organize documents by context (e.g., HR, Finance, Legal).
- ✓ **Advanced Search**
Quickly find documents with free text search and refiners.
- ✓ **Digital Briefcase**
Share documents securely with granular controls.
- ✓ **Annotation & Redaction**
Edit documents within the interface, ensuring compliance.
- ✓ **Records Management**
Enhanced retention rules and automated filing.
- ✓ **Automatic Document Conversion**
Convert files to PDF/A for compliance.
- ✓ **No-Code Integration**
Attach business data to documents effortlessly.
- ✓ **Audit & Reporting**
Advanced user and administrative action tracking.
- ✓ **Outlook Integration**
Save emails and attachments directly from Outlook.
- ✓ **Break Glass**
Emergency access to confidential documents with audit trails.



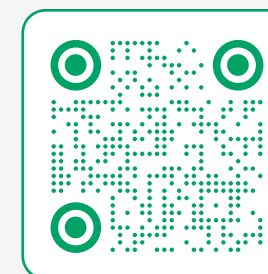
Benefits

- ✓ Utilizes your Microsoft 365 investment.
- ✓ Cloud-based, accessible on all devices.
- ✓ Cost-effective and faster to implement than bespoke solutions.
- ✓ Simplified support and maintenance.

Filer provides a superior end-user experience with automated metadata capture, better document routing, and enhanced PDF manipulation compared to standard SharePoint.

Find out more

For a detailed demonstration and to explore how **Filer** can streamline your document management, visit **encodian Filer** or get in touch with our sales team for a **demo**.





ChatGPT for your Microsoft 365 data



encodian AskAI

ChatGPT and other large language models (LLMs) are revolutionizing the work and business landscape. However, utilizing publicly accessible technologies can present both opportunities and risks. **encodian's** ChatGPT solution, **AskAI**, emphasizes industry compliance and security, providing a secure environment that balances innovation with protection. This tailored solution is hosted within your Azure tenant, ensuring data privacy and control, while seamlessly integrating with your Microsoft 365 data and reflecting your company's branding.

Features & Benefits

✓ Secure Hosting in Your Azure Tenant

AskAI is hosted within your Azure tenant, ensuring complete isolation and eliminating security risks. This setup keeps your sensitive and proprietary information secure and under your control, with full auditing capabilities for enhanced data management.

✓ Integration with Microsoft 365 Data

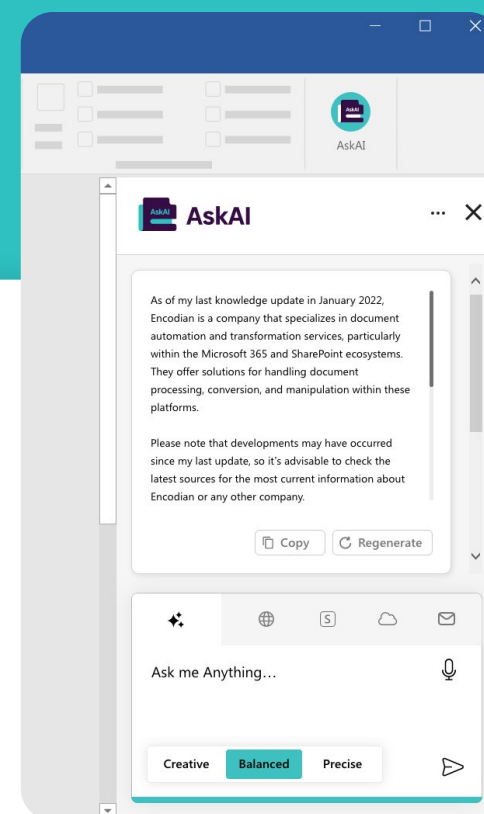
The solution offers the flexibility to expand by integrating your Microsoft 365 data. This eliminates the constraints and limitations of public AI tools, allowing you to leverage your own data for more tailored and effective AI-driven insights.

✓ Custom Branding

AskAI can be customized with your company's branding, providing a comfortable and welcoming user experience. This transformation of the product into your customized solution enhances user familiarity and trust.

✓ Emphasis on Security and Innovation

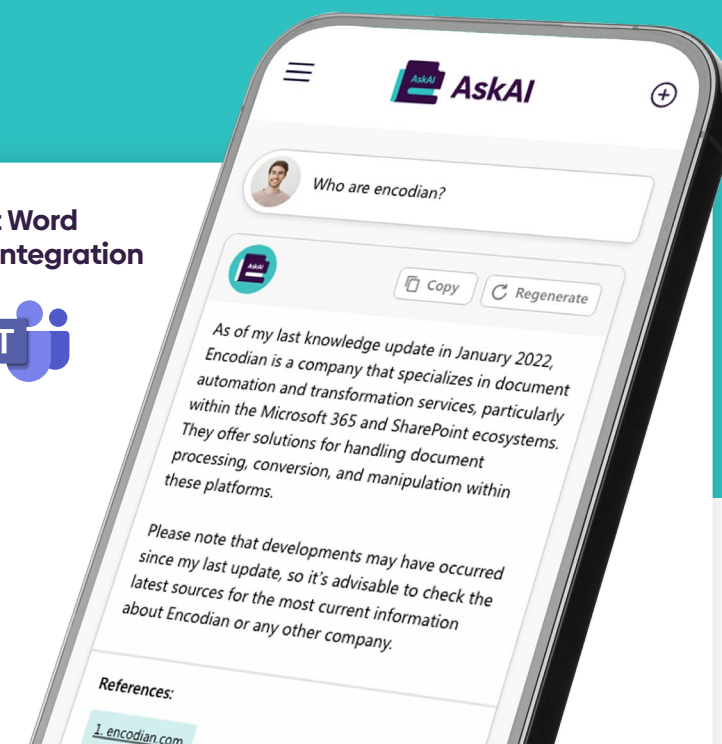
encodian's AskAI balances the need for robust security measures with the drive for innovation. This dual focus ensures that your organization can unlock the full potential of AI while safeguarding against the risks associated with public AI solutions.



Microsoft Word & Teams integration



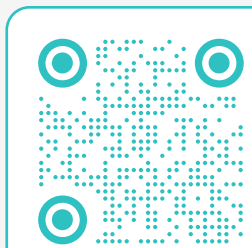
www.encodian.com/product/askai



AskAI can significantly enhance the capabilities of **Filer** by **encodian**, offering a seamless integration that leverages advanced AI-driven insights. By incorporating **AskAI's** secure and customizable solution, **Filer** can deliver more intuitive and efficient data management, improving user experience and productivity. This integration ensures that your document management processes are not only streamlined but also fortified with industry-leading security and compliance, maximizing the value of your investment.

Find out more

For more detailed information, you can visit the **AskAI** product page and start your free trial.





The Ultimate Power Automate connectors



Over 185 Actions

www.encodian.com/product/flowr

encodian Flowr

Flowr is a robust tool integrated with Microsoft Power Automate, offering over 185 actions that facilitate document processing tasks such as converting files between different formats (e.g., PDF to Word, PowerPoint to PDF), OCR for extracting text from images, and manipulating documents (e.g., resizing images, filling PDF forms). Flowr is highly versatile and can be integrated directly into Power Automate flows to automate complex document workflows.

Features & Benefits

✓ Automated Document Conversion and Organization

Flowr can be used to automate the conversion of incoming documents to a preferred format. For example, converting all incoming PDFs to Word documents. Once converted, **Filer** can automatically move these documents to designated folders based on their metadata or naming conventions.

✓ Document Processing and Metadata Extraction

Use **Flowr** to extract metadata from documents (such as OCR text from images or form data from PDFs). **Filer** can then utilize this metadata to rename files, move them to appropriate folders, or update document properties in a SharePoint library.

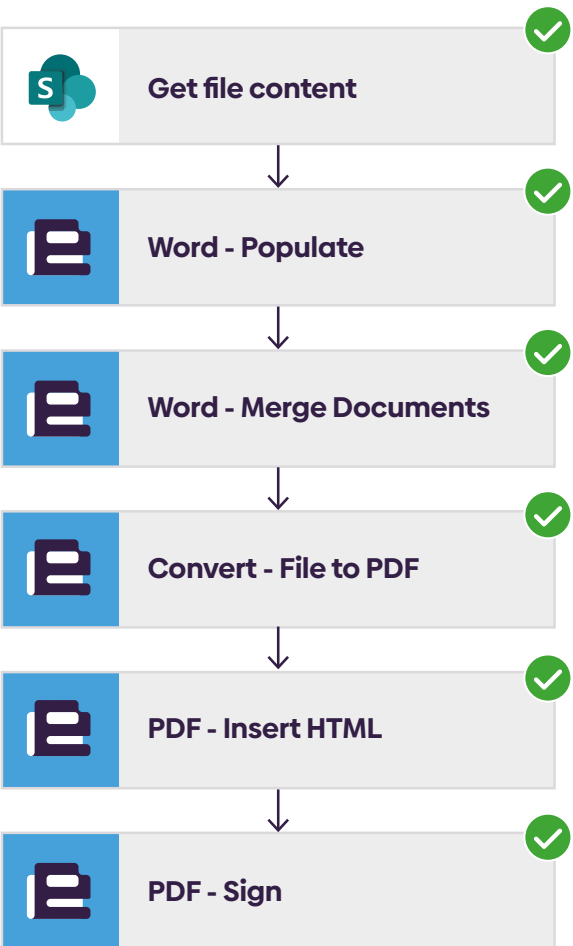
✓ Workflow Automation

A comprehensive workflow can be set up where **Flowr** handles all document manipulation tasks within a flow (e.g., converting documents, extracting data), while **Filer** ensures these documents are organized correctly post-processing.

✓ Compliance and Archiving

Documents that require conversion to PDF/A for compliance can be handled by **Flowr**.

Filer can then archive these documents in a structured manner, ensuring they are stored in compliance with regulatory requirements.



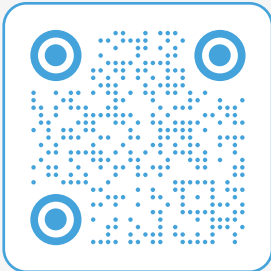
9 Connectors, 1 Subscription

With over 185 actions, automating your workflows has never been simpler.

By combining **Flowr's** document manipulation capabilities with **Filer's** organizational strengths, organizations can create powerful, automated workflows that enhance efficiency, accuracy, and compliance in document management processes.

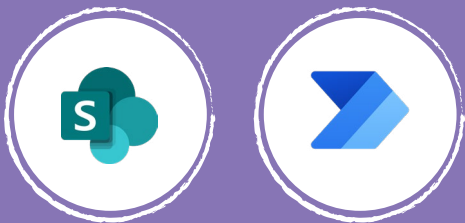
Find out more

For more detailed information, you can visit the [Flowr](#) product page and start your free trial.





One flow for multiple SharePoint sites



www.encodian.com/product/trigr

encodian Trigr

encodian Trigr is a versatile tool designed to deploy a single Power Automate flow across multiple SharePoint Online sites, enabling seamless automation of tasks directly from the SharePoint interface. It supports features such as dynamic forms, multi-document selection, and detailed usage and audit tracking, making it ideal for enhancing document management and automation processes within an organization.

Features & Benefits

✓ Automation of Document Processes

Trigr allows the creation of Power Automate flows that can be triggered from any SharePoint site. This means that document management tasks facilitated by Filer, such as organizing, tagging, and archiving documents, can be automated using Trigr flows. This reduces manual intervention and increases efficiency.

✓ Seamless Integration with SharePoint

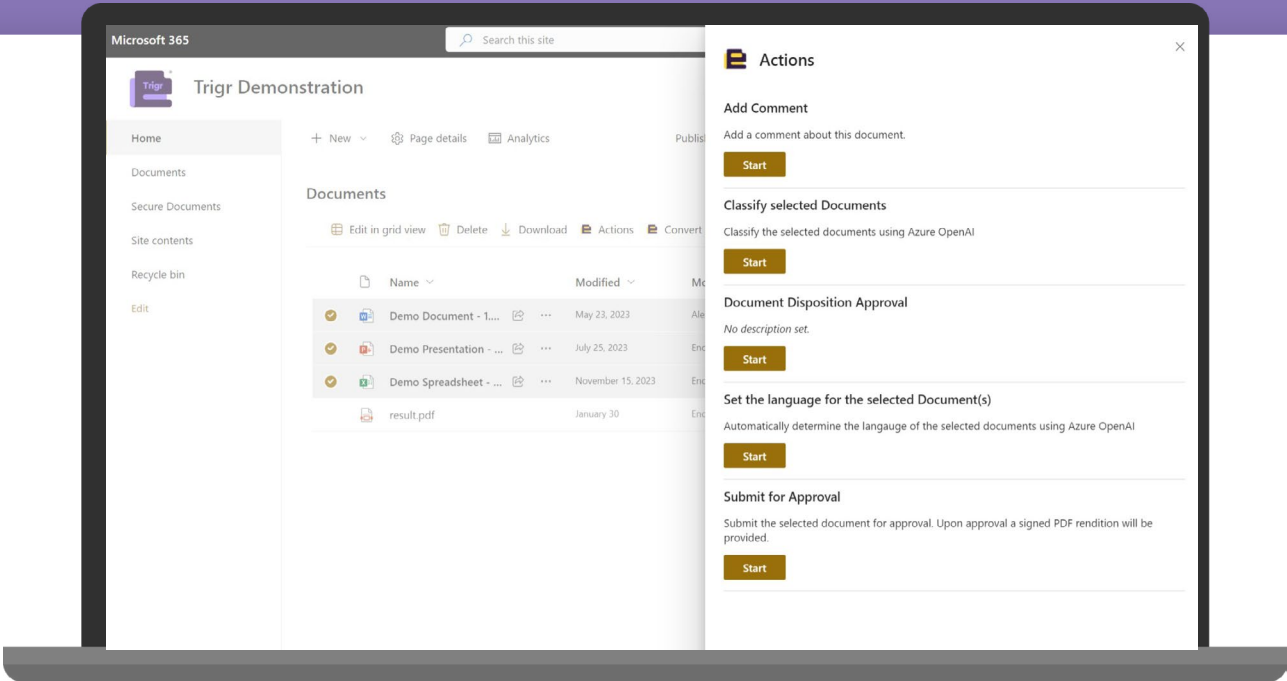
Both Trigr and Filer are designed to integrate seamlessly with SharePoint Online. Trigr enables users to trigger flows directly from the SharePoint interface, making it easier to manage documents from a single place where you can initiate your business-specific document workflows.

✓ Dynamic Forms and Multi-document Selection

Trigr supports dynamic forms and allows users to select multiple documents when triggering flows. This functionality can be leveraged to enhance Filer's document management capabilities by directly enabling batch processing of documents, such as batch tagging, moving, or updating metadata, through SharePoint.

✓ Usage and Audit Tracking

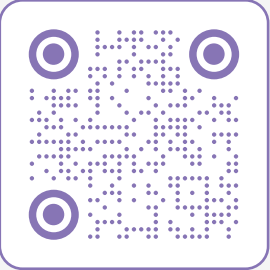
Trigr provides detailed usage and audit reports, allowing administrators to track document management activities and understand which automations benefit the business the most. This information can be used to make data-driven decisions about where there is a high-value opportunity to scale automations out further.



By combining **Filer's** robust document management capabilities with the automation and integration features of **Trigr**, organizations can significantly streamline their document workflows within SharePoint Online. This integration helps reduce manual tasks, ensure compliance, and enhance overall productivity.

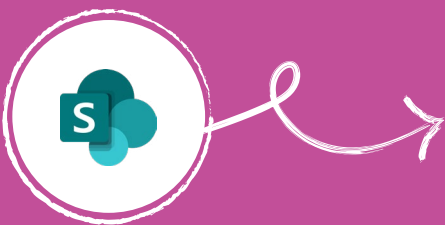
Find out more

For more detailed information, you can visit the [encodian Trigr](#) product page.





Automated OCR for SharePoint



Indxr Demo

- ☐ Documents
- ☐ Indxr Test
- ☐ Source Documents
- ☐ Target Documents

☒ Copy metadata☒ Copy permissions☒ Force OCR

www.encodian.com/product/indxr

encodian Indxr

Indxr is an advanced OCR (Optical Character Recognition) solution designed for SharePoint Online. It automates the extraction of text from scanned documents and images, converting them into searchable PDFs. This process enhances document discoverability and metadata management, ensuring that all content is easily accessible and accurately classified. Indxr supports compliance and efficiency in document management by integrating seamlessly with existing SharePoint workflows and improving the overall user experience.

Ensure every PDF in your SharePoint Online environment is text searchable with the most cost-effective bulk OCR tool on the market

Features & Benefits

- Enhanced Searchability**
Converts scanned documents and images into searchable PDFs, and extracts and adds metadata to documents making information retrieval more efficient.
- Automated OCR Processing**
Convert scanned documents at bulk into searchable PDFs without limits on a schedule that you define with Task Manager.
- Improved Compliance**
Ensures documents are accurately filed and easily accessible, supporting regulatory compliance.



Free and Unlimited Audits

Discover how much of your SharePoint Online content is non-searchable.



Automated Executions

Set up an OCR configuration and schedule its executions.



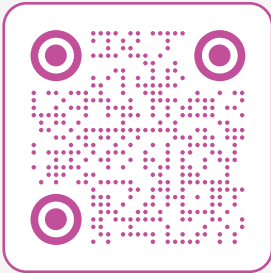
Reporting

Track progress during execution and export results on completion.

These features make document management in SharePoint Online more efficient and compliant with regulatory standards.

Find out more

For more detailed information, you can visit the [encodian Indxr](http://www.encodian.com/product/indxr) product page





Convert SharePoint documents



#1 SharePoint Conversion Tool

www.encodian.com/product/vertr

encodian **Vertr**

encodian Vertr is a versatile document conversion tool designed to enhance document management within Microsoft 365 and SharePoint environments. It supports the conversion and merging of over 70 file formats, including the ability to convert documents to PDF/A for compliance purposes. **Vertr** also features advanced capabilities such as Optical Character Recognition (OCR), watermarking, and password protection, making documents searchable, secure, and compliant with regulatory standards. **Vertr** enables easy, streamlined document handling and ensures consistent application of metadata and retention schedules.

Features & Benefits

✓ Document Conversion

Vertr can convert and merge over 70 file formats into other formats, such as PDFs, enabling the standardization of documents. Automatic conversion to PDF/A for compliance, ensuring documents meet regulatory and archival standards.

✓ OCR Capabilities

Vertr's OCR functionality ensures that documents are searchable and metadata is consistently applied.

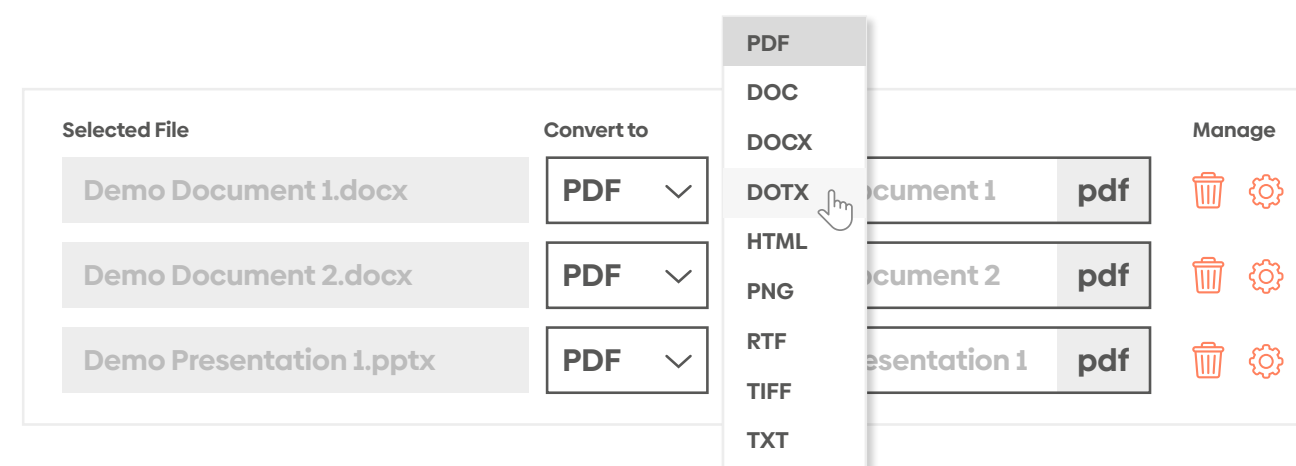
✓ Merging Documents

Vertr allows users to merge multiple documents into a single PDF, which can then be managed and stored, maintaining an organized document structure.

✓ Watermarking and Security

Vertr provides features to add watermarks and password protection to documents.

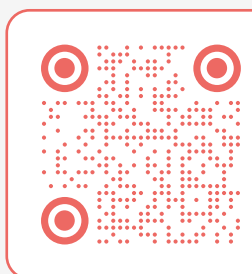
Convert and merge 70+ file formats directly from SharePoint Online



These integrations make **Vertr** an essential tool for supporting and enhancing the functionalities of **File**, ensuring a robust document management system within SharePoint Online.

Find out more

For more detailed information, you can visit the [encodian Vertr](https://www.encodian.com/product/vertr) product page.





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