



## A New Way for Document Sharing

AOS-Share – “For Parishes SharePoint”

As part of the long-term strategy to improve the archdiocese’s use of technology, the Archdiocese of Seattle has built a new way to easily and securely share documents from the Chancery to parishes and schools. The IT team created a new secure online platform where registered employees can store and collaborate on content. AOS-Share offers improved efficiency, scalability and security by replacing many of the disjointed file-sharing sources, such as Box.com, DropBox.com, Google Docs, and the myriad collection of email attachments. In deploying AOS-Share, we will be enhancing collaboration, providing uniform content management and making it easier for everyone to share and access files.

### **AOS-Share increases efficiency**

This online platform offers a central place to store files and business content, such as building blueprints from the Property and Construction team, One Parish Plan support materials or sensitive HR and Benefit documents that in the past were available on the public archdiocesan website. AOS-Share saves time by making it simple to store and search for documents in one location. It is structured with a retrieval approach, so that documents can be made available at a parish family level, a parish level or across the entire archdiocese.

### **AOS-Share improves communication**

Designed to be bi-directional, AOS-Share allows you to not only receive information from the Chancery, but to communicate information amongst parish families, individual parishes in addition to the ability to do limited one-way direct sharing to unregistered stakeholders outside of the platform on a case-by-case basis.

### **AOS-Share improves security**

Access controls, also known as user permissions, allows you to control access to the appropriate content for a specific parish family, a specific parish, or for a specific person. Not only is access controlled, but the platform uses best practices for platform management, backup and recovery, and archival requirements outlined by canon law, while limiting folder and file access to the necessary registered participants. Rather than rely on email attachments, a growing cybersecurity risk, AOS-Share provides a risk-reduced way to share information in a private way.

### **AOS-Share offers a familiar interface**

As a Microsoft 365 application, the platform user interface (UI) shares the same design style as Word, PowerPoint, Outlook and other Microsoft apps. Anyone with prior experience with at least one Microsoft product, will find the platform intuitive and easy to navigate.