

Features Checklist for Employee Collaboration and Content Management Software/Apps		
<input type="checkbox"/>	Admin Tools	Do you need a way to manage content, teams, and control access?
<input type="checkbox"/>	App Integration	Do you already have file sharing and other apps you must integrate with to prevent disruption and keep work flowing smoothly?
<input type="checkbox"/>	Calendars	Is having a clear view across teams of events for individuals and teams a priority?
<input type="checkbox"/>	Content Creation	Is real-time content creation, collaboration, page sharing - or page locking - the way you need to work?
<input type="checkbox"/>	Customer Service	What level of customer service do you need or want from your software provider?
<input type="checkbox"/>	Desktop & Mobile	Do you need to be able to collaborate anywhere, anytime?
<input type="checkbox"/>	Document Management	Do you need an easy way to share and edit files? Is having the ability to centralize files and understand every file revision key?
<input type="checkbox"/>	Messaging	Are quick conversations one-to-one, with teams or groups either online or by video essential?
<input type="checkbox"/>	Multi-Language Support	Does your organization work globally?
<input type="checkbox"/>	Search and Notification	Do you need delivery of real-time updates and the ability to get them in the moment?
<input type="checkbox"/>	Security	Do you need guaranteed security?
<input type="checkbox"/>	Task Management	Is staying on point, being able to assign and filter tasks important to your team?