

CIPHERCOM PRODUCT PORTFOLIO

CIPHERCOM EDMS

Every document controlled. Every record easier to find.

A controlled digital environment for capturing, classifying, finding, reviewing, approving, retaining and securely sharing organisational documents and records.

Software built around how African organisations work.

Nairobi, Kenya

Temporary non-employee atmospheric imagery

VALUE PROPOSITION

A clearer way to manage connected operations.

DESIGNED FOR

Government and public-sector bodies, financial institutions, SACCOs, NGOs, universities, healthcare and professional-service organisations, regulated enterprises and any institution managing high volumes of operational, contractual, administrative or governance records.

Ciphercom EDMS

Ciphercom EDMS helps organisations replace scattered shared drives, email attachments, paper files and uncontrolled document copies with a structured electronic document and records-management environment. It connects document capture, metadata, search, version control, workflow, access permissions, retention and audit activity so authorised teams can work from dependable information.

- 1 Documents scattered across paper files, personal computers, email and shared drives
- 2 Staff spending excessive time locating the current or authoritative document
- 3 Duplicate copies and uncontrolled versions creating operational uncertainty
- 4 Reviews and approvals moving through email without clear ownership or deadlines
- 5 Confidential information accessible to people without a legitimate business need
- 6 Records retained indefinitely or destroyed without an approved lifecycle process
- 7 Limited evidence showing who viewed, changed, approved,

MAJOR CAPABILITIES

Bring the important work into one operating environment.

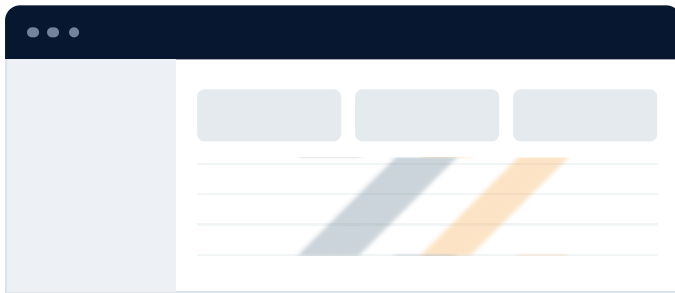
Capabilities are configured and introduced according to the organisation's agreed scope, responsibilities and readiness.

- Document upload, bulk import and configurable capture profiles
- Scanning and optical character recognition where configured
- Document types, metadata schemas, taxonomies, tags and reference numbering
- Structured repositories, folders, workspaces and related-document links
- Full-text and metadata search with filters, previews and saved searches
- Version history, check-in and check-out, controlled copies and restoration
- Configurable review, approval, acknowledgement and publishing workflows
- Task assignment, due dates, notifications, reminders and escalation rules
- Role-based access, document classification and granular permission controls
- Controlled external sharing with expiry and access restrictions where enabled
- Retention schedules, review triggers, legal holds and controlled disposition
- Audit trails, repository activity reports and governance dashboards
- Application programming interfaces and integration with agreed business systems
- Repository administration, storage monitoring, backup planning and support

PRODUCT EXPERIENCE

Interfaces organised around real responsibilities.

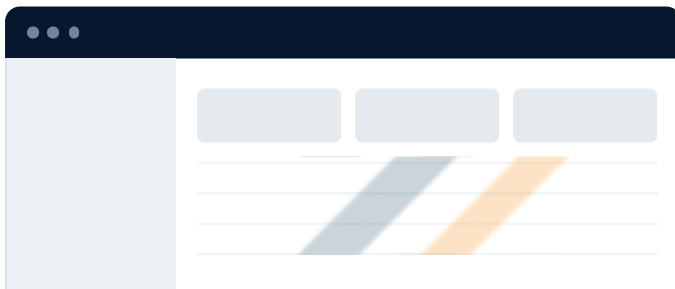
Final brochure artwork should use current, approved screenshots captured without personal, customer or confidential data.



PRODUCT INTERFACE PREVIEW

Repository, metadata and search workspace

Clearly labelled placeholder. Replace with an approved product screenshot before final publication.



PRODUCT INTERFACE PREVIEW

Document review and approval workflow

Clearly labelled placeholder. Replace with an approved product screenshot before final publication.



PRODUCT INTERFACE PREVIEW

Records retention and audit dashboard

Clearly labelled placeholder. Replace with an approved product screenshot before final publication.

TYPICAL CUSTOMER JOURNEY

Move from priorities to sustained use.

A staged approach keeps product capability, people, information and operational readiness connected.

01

Discover and govern

Map document types, repositories, users, access responsibilities, workflows and records policies before configuration.

02

Configure and prepare

Set up metadata, classifications, permissions, workflows, retention rules and a controlled migration plan.

03

Pilot and adopt

Validate priority use cases with selected departments, train users and refine operating procedures before wider rollout.

04

Operate and improve

Monitor repository activity, workflow performance, storage, access and retention processes while extending adoption in planned phases.

Security & operational control

- Role-based and group-based access aligned to organisational responsibilities
- Separate view, edit, approve, download, print, share and administration privileges
- Traceable document, workflow, access, sharing and administrative activity
- Retention, legal-hold and disposition actions restricted to authorised roles
- Backup, recovery, monitoring and incident-response procedures agreed
- Granular permission controls across repositories, folders and individual documents
- Security classifications for public, internal, confidential and restricted information
- Controlled external access with expiry or revocation where enabled
- Version history that protects the authoritative document record
- Periodic access and configuration review supported by administrative

IMPLEMENTATION & SUPPORT

A practical path to adoption.

EDMS implementation begins with information-governance discovery rather than immediate file migration. Ciphercom works with the organisation to identify document classes, metadata, filing structures, access responsibilities, workflows, retention requirements, source repositories and integration priorities. A representative pilot is configured and validated before phased migration, user training and wider rollout. Ongoing support covers monitoring, administration guidance, issue resolution and controlled expansion to additional departments and document processes.

Requirements discovery

Configuration planning

Data preparation

User validation

Training & deployment

Continuing support

Ciphercom Ltd is a Nairobi-based software product and engineering company. Scope, integrations and rollout approach are agreed for each organisation.

NEXT STEP

Discuss Your EDMS Requirements

Tell us about your organisation, current operating challenge and the team members who should join the discussion.

[Contact Ciphercom](#)

+254 116 457273

+254 789 345 110

info@ciphercom.co.ke

Milestone Business Center, Northern Bypass
Road, Nairobi, Kenya

RWJ8+2VM