

Must-Have Security Features for Remote Workers

Security function	What it is	How to explain it to your customer, so they understand why it's important and how it helps remote workers keep information secure
Document Encryption	Protects documents not only while they're being stored, but also when they're accessed to prevent information from ever being compromised	Files shared via email or online drives can be interrupted during transfer and end up in the hands of a hacker. This method of sharing information can violate various regulations. When files are encrypted, they're scrambled in a way that cannot be unlocked without proper authorization. Encryption keeps information safe and sound both during transition and while sitting at rest in the system.
Password Protected Access	Allows only authorized users to see sensitive business information wherever it is accessed	Keeps employees out of files they shouldn't see, but also keeps hackers out as well—no matter where people are working. Bonus Password Capabilities: complexity requirements, forced expiration, tiered access, security groups, automatic lockout for idle sessions
Tiered Access to Content	The ability to set up security policies that lock down access to content and functionality not only by project but also by user group and even by the individual document	Gives companies the ability to control who can see information at a fine-tuned level. For example, users can be set up to only view certain records without being able to print or edit them. You can also use this capability to give employees access to some records within a project without unlocking their access to other records in the same project that they don't need to see.
Audit Reporting	Keeps track of who accesses each document, what they did with it, and why	Allows administrators to track employee tasks and productivity without becoming "Big Brother," and keeps a log of why changes were made when you aren't in person to have a conversation. You'll always know if a file has been changed without authorization.
Enhanced Audit Tracking	Requires employees to log the name of the individual they're sending information to and why when they transmit data outside the company	This is a requirement in certain industries like healthcare, where regulations require records of everyone who receives or has access to private health information. It may not be needed by everyone but is absolutely essential for some.
Document Check Out/In	Allows only one "master" version of a document to be checked out for editing, preventing overlapping effort	Offers structure to people working together on the same project. Keeps them from making the same changes as a colleague or from overwriting each other's efforts.