

## How we can help you

### Key Benefits

Hubshare is a powerful collaboration and secure file sharing platform that allows professionals to collaborate more effectively and more efficiently.

Hubshare maximizes your business's productivity with a dynamic portal that empowers colleagues and clients to communicate and collaborate, by creating a place to share files, information, project timelines, resources, and knowledge. Hubshare increases client engagement and enhances business efficiency

- **Flexibility**
    - Mobile friendly
    - Simple setup & configuration
    - Customizable to meet your needs.
  - **Ease of Use**
    - Simple deployment
    - Intuitive user interface
    - Speedy setup with workflow & templates.
  - **Value for Money**
    - Highly competitive pricing
    - Transparency with no hidden costs
    - Unlimited external users
  - **Security**
    - Trusted secure alternative to email
    - Cloud (US, CA, UK, FR & ANZ) or On-Premises
    - ISO27001 Data centers
  - **Integration**
    - Advanced 2-way DMS sync
    - Streamlined workflow saves time & money
    - Other integrations such as AD / SSO / PMS / SQL / MS Office / API
  - **Passion**
    - We understand your firm
    - We add value to you & your clients
    - We care about making a difference
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### How is it being used

- Law Firm Extranets / Client Portals / Data Rooms - Securely share sensitive documents and communications, that can be accessed from any device, is the right way to collaborate with clients and partners.
  - Team Collaboration – Efficiently create hubs for each relevant project centralizing all files, deadlines, and comments.
  - Business File Sharing - Stop users sharing files via consumer-based solutions by providing them with a secure alternative.
  - Sharing Management Information - An automated way to share up to date information with clients
  - Client Engagement - Be transparent with your clients by providing easy access to all their relevant information and documents
  - Mobility - Collaborate on files, tasks, deadlines, and information from your integrated systems, anytime, anywhere from any device.
  - Project Management - All files, tasks, assignments, and comments are in one place. So, project progression can be easily tracked, and deadlines met.
  - Increase Branding & Business Development - Present your brand and other services to boost your business development.
  - One Client Facing Portal - Integrate any client facing data or information through one portal with one login.
  - Knowledge Sharing - Share resources and files with colleagues
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## Product Specification

Hubshare is available in the cloud (USA, Canada, United Kingdom, France & Australian Data centers at present) or on-premises solution be that on your servers or in your managed DC.

### Product types

- On Premise Subscription Unlimited – Hubshare run from a client owned server managed by the client, licensed on an enterprise level with unlimited space with unlimited users, paid on a yearly subscription model
- Cloud Subscription by User – Hubshare run from a cloud datacenter managed by Nikec, licensed by internal users in the firm with per user shared space, paid on a yearly subscription model.
- On Premise Subscription by User – Hubshare run from a client owned server managed by the client, licensed by internal users in the firm with per user shared space, paid on a yearly subscription model.

### What is included

- Active Directory sync
  - Single Sign On
  - Use of the API
  - HubXConnect – SQL/API connector
  - Outlook large file send
  - File sharing
  - Reports & Audit trail
  - Hub Dashboard
  - Hub Files Section
  - Hub Project Section
  - Hub Calendar Section
  - Hub People Section
  - Hub Blog Section
  - DMS Connectors (At a cost)
  - Unlimited external users
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## Connector types

- Cloud/On Premise iManage connector - Includes creating and launching hubs from within iManage with a right click on workspace and full one-way or two-way synchronization of folders from iManage to a Hub and sending files to a Hub
- Cloud/On Premise eDocs connector - Includes creating hubs from within eDocs with a right click on matter and full one-way or two-way synchronization of files and folders from eDocs to a Hub
- Cloud/On Premise NetDocuments connector - Includes creating hubs and linking them to NetDocuments workspaces and one-way synchronization of files and folders from NetDocuments to a Hub
- Cloud/On Premise VisualFiles connector - Includes creating hubs from within VisualFiles and full one-way or two-way synchronization of files and folders from VisualFiles to a Hub
- Cloud/On Premise MatterSphere\* connector - Includes creating hubs from within MatterSphere with a right click on matter and full one-way or two-way synchronization of files and folders from MatterSphere to a Hub

\*some development work is needed by the client in MatterSphere

\*\*for other connectors please contact your account manager

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## Key Product Modules

Unlike other solutions we do not like there to be hidden costs for additional modules. The only add on cost to Hubshare is the connector to the Document Management System.

Here is what is included in Hubshare

### Dashboard

The Dashboard is usually the landing page for anyone logging into a Hub. The Dashboard is branded as per your needs and can be configured to host as many or as little content widgets as you want. Each widget can contain data from all areas of the Hub to keep the users up to date with the activity in that Hub. These widgets contain, but are not limited to, file activity, contacts, key documents, blog/discussion activity, tables and charts/graphs fed from other systems, social media feeds, project and task updates, mini iframes for forms containers or other web portals, videos, images and general text content.

### Files

The files section acts as a central store of all documents relating to this Hub. Documents can be one to two-way synchronized with your Document Management System including check in/out and versioning or you can just simply and quickly upload files from your desktop via the web browser upload or drag and drop. All files can be uploaded or downloaded in bulk as well as discussions and comments can be made on a folder or document. Digital rights management allows you to control files and folder access and rights through the files section on a per user or per group basis.

### Full advanced text search

The advanced search allows you to perform a detailed and refined search throughout the entire Hubshare application. In complex searches, users can search for keywords in the textual content of files.

Note that the advanced search is available for all companies using the Nikec Solutions cloud. Companies with on premises installations will need to install the SolR search engine software to use it, details of SolR installation are available in the "Hubshare SolR installation guide.pdf" guide.

### Blogs & Discussions

Using blogs and discussion boards is key to working collaboratively. Share and discuss notes or documentation in one area rather than loads of emails is far more effective.

### People & Teams

People and teams are at the center of any collaborative working environment. In Hub we allow you to keep your client updated with a profile overview of the key members on this Hub including contact information and roles.

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## Projects

Project management can be key to a deal. Keeping track of who is doing what and when in an easy viewable screen is paramount. Hub allows you to create projects and assign tasks to users and teams, with deadlines and progress management as well as allow the ability to start discussions and add documents/screenshots to each task for better project management. The whole project can be viewed in the tasks calendar or the project Gantt chart.

## Calendar & Tasks

The calendar module allows internal and external users to keep track of tasks assigned to them, be that from a project or a separate task, or events. Viewing all tasks in calendar mode allows you to keep track and hit milestones.

## Useful Links

The useful links section allows you to list and link all the related websites that could help the members and users of this Hub, be that company or industry websites.

## Management Information

Using HubXConnect and the API you can feed data from your financial system into graphical reports on a dashboard, allowing you to present this up to date financial information to your client every time they access the Hub.

## Reporting

Reporting and audit trail on users and company activity is available in Hub. Charts and graphs with drill down filters allow you to get to the answers you are looking for fast.

## Notifications

Cut down on email alert overload by using our powerful and flexible notifications engine. Each user can set their own notification settings, be that immediate, daily, or weekly on the varying modules in the Hub such as adding a document or making a comment.

## Mobility

Hub is web responsive design allowing you to view Hub on any web interface on any mobile device.

## Large File Send

Large file send feature allows users to send and share files that are either too large or too sensitive to send via email. Outlook integration makes this task simple and seamless.

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### Secure Email

From within Outlook send secure password protected emails and attachments.

### File Sharing

Simple file sharing can often be taken for granted. Hub allows you to use the Docstore module to share files outside of the Hub environment.

### Microsoft Office Integration

You can open a document from Hub directly from Word, PowerPoint, or Excel work on it and save it back. You can also file emails directly from with outlook as well as use the large file send feature.

### eCopy PDF Integration

You can open a PDF from Hub directly from eCopy PDF to be able to edit or convert that PDF and directly save it back into a Hub.

### DocuSign Integration

Allow users to send documents/s to a DocuSign envelope for sign off by one or more users and receive the signed document back into your Hub.

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## Advanced Product Features

### HubXConnect

HubXConnect is client-side application that is used to connect to your internal systems and feed data into varying Hubs, be that into tables, graphs, widgets, and dashboards.

### REST API

You can leverage our API to build your own integrations with Hub feeding data in or taking data out. Whilst we have many out of the box connectors, there may be further integrations that would be specific to your firm that you, us or a partner could work on using our REST API.

### Active Directory

We can synchronize users and groups from your Active Directory so that you can easily and automatically setup users at the start of an implementation and then easily add or remove during the lifecycle of the solution minimizing the administration burden and risk.

### Single Sign On

We support ADFS and Azure SSO to make logging in seamless for users, so they do not have to remember their passwords. We also integrate with SSO on solutions such as OKTA to pass through user credentials in an iFrame from Hubshare to another secure web portal

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## Security and Your Data

### Cloud v On Premise v Private

We don't force you to put your data where we want you to. We don't force you into a cloud only route. We give you the option of using our hosted solution running from our datacenters, or you can host Hub in your own datacenters or on your own premise. These 3 options give every firm the flexibility to control where their data is and comply with internal rules.

### Data Centers

We have data centers in the United States, Canada, UK, France & Australia. Each location is ISO 27001 certified, tier 3 secure Datacenter

### Two Factor Authentication

Set two-factor authentication for particularly sensitive Hubs, to make doubly sure that only the right people have access.

### ISO 27001

Our Datacenters are ISO27001 certified. We at Nikec are currently undergoing certification for completion Q1 2019.

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## ROI

- Working costs. Work from anywhere, e.g. lower cost places / home / less need to travel
  - Response to customer request. Measure the response time improvement as all the information is store in one place and accessible by all team members, plus clients then find the information for themselves and don't waste time asking questions, waiting for answers that cost you time and money to find and report back
  - Client tenders request this. What is the cost of losing a tender or business if you do not have one of these solutions in place? It is easy to wait until it is needed, but you should be a proactive firm, not reactive if you want to be competitive and win new business.
  - Customer satisfaction. When repose times go up customer satisfaction goes up. They are then less likely to leave. Also giving extra value for free can increase customer retention.
  - Employee satisfaction. Run a survey pre and post using collaboration software (does it save them time, save them working extra hours, easier and quicker to locate information etc.)
  - Employee retention. If employees are satisfied less likely to leave and
  - Cross selling. How much new work has been generated out of using a collaboration tool with clients and promoting new services.
  - Increase engagement and interaction. Measuring activity within the portal can show how much more interactive your client is with your firm. Before it was hard to measure when you posted or emailed a document.
  - Projects completed. When on a collaboration portal it is easy to measure and see where you are for all parties, which increases the probability the project will finish on time or ahead of schedule.
  - Cuts in absenteeism. When staff are off, easier for others to respond when the data is all in one place rather than individual emails.
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