

# What is SuiteFiles?

## Your file system online

SuiteFiles is a cloud-based file management system built on Microsoft Office 365. Businesses use it to store their important documents, client folders, emails and templates. SuiteFiles allows you to keep track of your files, to manage access to them, and to edit Office files online or on desktop. SuiteFiles is designed to be a business' 'one source of truth,' ensuring that you never lose track of an important document again.

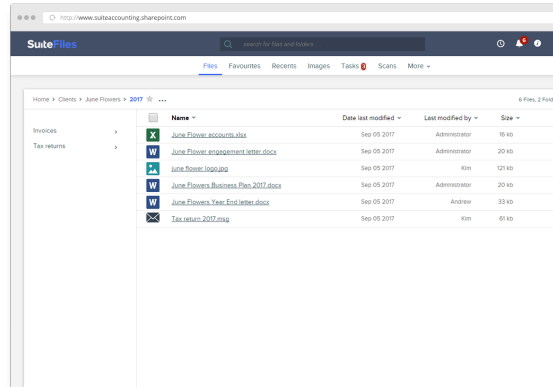
## Why Office 365?

SuiteFiles is built on Microsoft's Office 365 platform because we believe it is the best cloud tool for small-medium businesses.

Your files are stored in SharePoint Online (document management platform in Office 365) and you interact with SuiteFiles day-to-day.

## Key features:

- Work with Microsoft Office files
- Share documents with staff
- File emails & attachments
- Create & use folder/file templates
- Manage folder permissions
- Star files as "favourites"
- Secure storage & fully backed up



## Available on...

- Web browser (Chrome)
- Desktop
- Mobile
- Outlook add-in

## We integrate with:

- Xero (Xero HQ, Xero Practice Manager)
- WorkflowMax
- Microsoft Dynamics CRM

## Pricing

Our most popular plan!

## Three monthly subscription plans to choose from:

- Starter - £5/user/month
- Full Suite - £9/user/month
- Pro - £14/user/month

See [www.suitefiles.com/pricing](http://www.suitefiles.com/pricing) for full list of features included in each plan.

## Requirements

### *For SuiteFiles, you will need...*

- At least one Office 365 business license (i.e. Business Essentials, Business Premium)
- Fast internet connection

### *To get the best experience of SuiteFiles, we recommend using:*

- Office 2016
- Windows 10
- Latest version of Chrome

## Migrations

Moving your files off a server or from another app doesn't need to be hard. We have the expertise to make your migration as smooth as possible. We always aim to have you up and running in SuiteFiles without any downtime for your business.

Get in touch with us for pricing and to discuss your migration.

## Backups

Having a backup of your file system should be a part of any business' disaster recovery plan. SuiteFiles makes backups easy by including it in our 'Full Suite' and 'Pro' plans.

## Next steps...

### *Get a free trial or book a demo*

- Register for a free 30 day trial
- Book a 1-on-1 demo & talk through your business needs
- Contact [solutions@bridge3.co.uk](mailto:solutions@bridge3.co.uk)

## Who is Bridge<sup>3</sup>?

*We've partnered with Bridge<sup>3</sup> to provide sales & technical support in the UK. They can help with:*

- SuiteFiles trials or demos
- File migrations to SuiteFiles
- SuiteFiles training for staff
- Setting up SuiteFiles, Xero, & Xero Practice Manager
- On-going SuiteFiles support

Contact them at [www.bridge3.co.uk](http://www.bridge3.co.uk).