



OnCore
by **CENTURY**

**Store Business Content Online
& Access Shared Information**

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Introduction - The OnCore Solution

The market for enterprise storage solutions is constantly evolving. File storage management was originally more of a hardware-based solution, but has recently evolved into cloud storage over the years. This frees up time, money, and effort for those using the storage solutions, especially in IT. Additionally, there has been a shift over the years from focusing on simple storage management to include additional features and focus on data and analytics.

OnCore by Century is a low-cost, reliable solution for businesses to store their most important content and information for their employees. Photos, videos, documents, and other files can be saved in the platform and assigned to certain users for viewing. Optionally, customers can choose to utilize additional learning management functions, which create tests and exams for purposes like employee onboarding, sales or safety training, and meeting government regulations.

Other services are either too expensive, lacking in business-related features, or geared more toward individual cloud storage. OnCore is unique, concentrating solely on businesses and organizations, and gearing its features toward content sharing to improve internal communication and efficiency for the customer's entire operation. We also provide functions that allow OnCore to work concurrently as a Learning Management System, a feature completely unique to our platform.

Product Features

OnCore provides administrative control over your business' most important files. The platform, however, is much more than simple cloud storage. With built-in learning management and data-reporting functions, OnCore sets itself apart from other similar solutions. Provide control and visibility for your company's shared information, and empower your employees to manage the files most important to their jobs. On the next few pages is a sampling of features available when purchasing the platform, accessible entirely to your administrators and optionally to other users.

Note that the availability of features may vary by selected pricing tier. See our Pricing Policy for more information at oncorebycentury.com/pricing.



File Storage and Access

On a basic, fundamental level, OnCore provides a customer with an easily-accessible platform for storing important company or organization content. OnCore accepts virtually any type of file: word processing documents, spreadsheets, PDFs, slideshow presentations, and even video or audio files.

Benefits and Attributes

Stream Files. Viewing files in the platform can be categorized as streamed viewing, as the files are not actually saved on the drive of the device accessing the platform. As a result of this, OnCore is more secure and saves more computer resources than other similar services.

Save Battery Life. Files appear in the platform stream at 1/3 the bitrate as normal for other services, saving bandwidth and battery power over time.

No Downloading Required.* Files are viewable within the platform or application itself, meaning that a download of the files are not required when the file is needed. However, download options are always available unless access to this feature is denied by platform administrators.

Animate Static Files. Want to turn a safety training slideshow into a video course? Century can turn simple PowerPoint files into videos upon request, among other possible changes to your files.

* Some documents may nor may not be viewable on all devices. For example, files like PDFs are generally compatible with any device, but a spreadsheet file will rely on the presence of the related spreadsheet application for viewing on mobile devices.



Admin Management and User Groups

No two organizations are completely alike, so OnCore comes equipped with various administrative tools to empower leadership within your business or organization to control the flow of internal information. Below are several of these tools and features in the administrator console, or capabilities available by request to Century.

Controls and Abilities

Admin Roles. Assign certain individuals in your organization to be platform administrators. We suggest company leadership and/or IT staff, if applicable. However, the right to choose remains with the customer. Your admins should be those who might make certain decisions about the platform.

Manage User Groups. Administrators will be able to create user groups, or at the very least, manage which users within the organization or business can view certain files. This works perfectly for businesses with several teams - groups of people who need access to similar files.

Manage Content. On a broader scale, you have the ability to manage which files certain users can see, but each file can also be assigned to certain individuals. Administrators can manage their content in this manner, as well.

Customization. Administrators have control over how their OnCore looks. They can provide Century with a logo to display on the platform's interface, as well as the interface's color scheme to match company branding.



Learning Management (Tests, Quizzes, and Polls)

One of the most unique features of OnCore is its ability to function as a learning management tool, if the customer so chooses. The platform is capable of creating and implementing tests and exams, or even full learning courses.

Some uses of this might be sales training, safety training, and employee onboarding. Meet federal regulations by testing your employees, while also saving money on instructors or live-training that might not be necessary for your business' situation. Or, you might want to know if your employees read a certain document. Simply create a form using the learning functions asking your employee to confirm their comprehension of the material.

Provide Century with your learning materials, questions, and specifications, and we can carry out the rest. This feature is currently available for the highest pricing tier.

Data Reporting

By request from the customer's platform administrators, Century can provide certain data reports, including LMS scores and information about user viewing and time. Other reports may be available upon an inquiry, depending on the technological availability of the report. Century will send the data reports to the customer, who can then cite them for federal regulative purposes, if necessary. Note that the data is generally delivered in raw form.

Mobile Access

OnCore is available on virtually any device, from desktop to mobile. On a desktop computer or laptop, the platform can be accessed from any web browser at a given URL. On other devices, like an Android or Apple phone, OnCore can be used from either the phone's web browser or a downloaded application from an app store.

Web. This interface can be utilized and accessed from any modern web browser. It allows users to view and download their files. Administrators can upload and share files with specific users.

Mobile. While available from a phone's web browser, OnCore is also available for iOS, Android, and Windows smartphones and tablets. This allows users to access all their necessary files on the go. The mobile apps allow for a much faster user experience when away from a computer. For instance, if a sales representative is traveling to see a potential client, they can view their OnCore's files with only a few taps. We created OnCore with ease of access and simplicity in mind.

There are even more potential options for our customers, like including OnCore on the Smart Panel of certain office products sold by Century.

Security

At Century, we value the importance of data safety, and we understand the priority to keep company information private. The OnCore service can be utilized and accessed through two interfaces: web and mobile. Each comes with security settings and features that process and protect user data while ensuring ease of access.

Application Security. Each user is provided a unique login identifier, meaning each person accessing their information will be automatically noted for data reporting purposes. Usernames and passwords are the first line of security for any potential breach, and that option is extended to our customers.



Physical Security. Century’s main office in Topeka, Kansas is physically secured. Management of the OnCore servers is given to few personnel, and visitors are not allowed access this location. Areas containing corporate servers are objectively restricted to authorized personnel, so you can rest assured that your physical OnCore server remains secure if housed in our facility.

Customization

Various aspects of each implementation of the OnCore platform can be personalized to a specific business. Among the variety of other optional features listed above, administrators can decide on a color scheme for the platform, and even provide Century with their logo to appear on the main screen.

Provide Century with the necessary logo file and colors/hex codes, and we can customize your OnCore to match your business or organization’s branding. When your employees use the platform, they’ll feel like the platform is provided to them through their employer, rather than having the feel of a completely third-party product.

Pricing

<p>Basic</p> <p>2-5 users 5 GB storage Basic support</p>	<p>Standard</p> <p>6-10 users 15 GB storage Basic support</p>	<p>Professional</p> <p>11-20 users 40 GB storage Basic support</p>	<p>Enterprise</p> <p>21+ users Unlimited file storage Learning management Advanced support</p>
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The pricing tiers depend on the number of users within a customer’s organization, as well as other needs related to storage and support. The prices are determined foremost by user volume, and customers can choose to move to the next tiers if they need more storage space, special support from Century, or enhanced features like learning management.

The Basic, Standard, and Professional pricing tiers limit file storage volume and the level of support received by Century (specifically, a customer will be in charge of their own implementation of the platform). At the Enterprise level, however, customers have unlimited storage space, learning management functions, data reporting, and advanced support from Century - meaning we can manage some factors of your content for you, at your request. This removes the complications some businesses might come across if they don’t have a designated IT staff to manage the platform. All pricing tiers share the rest of the functions, including platform customization, basic support, mobile access, and security features. The specified user volumes are maximums, meaning that the customer can pay for a higher plan at a lower user volume, but not for a lower plan at a higher user volume.

Current prices and specifics about the Pricing Policy can be found by visiting oncorebycentury.com/pricing.



Implementation

The process for implementing OnCore within your organization is rather simple and painless. As a new customer with Century, you would provide us with a list of users and their relevant information, including if there are any specific teams we need to be aware of when setting up the platform. You would also usually provide Century with the files needed to import into the platform, and the information as to which users will have access to which files.

Century will load this information to your own personalized version of the platform. After the initial setup, your chosen OnCore administrators (your leadership team and/or IT department) can monitor, improve, or change certain factors of the implementation. At the highest pricing tier, Century can monitor and change your OnCore to your specifications upon request.

Service by Century

At Century Business Technologies, we pride ourselves on offering exceptional service to all customers. Our Technical Services team is experienced in creating solutions to resolve client issues. We partner with our customers to develop solutions that exceed your expectations, and OnCore is no different. Below are two services performed by Century that are available to OnCore customers.

Note that the level of these services may vary among different pricing plans. See our Pricing Policy for specifics at oncorebycentury.com/pricing.

Installation, Maintenance, and Content Management Service

We fully understand that many businesses and organizations lack the time and personnel to manage OnCore or any changes you might want to make. With this service, Century agrees to make certain changes and adjustments to your OnCore per request, provided the necessary information and files. We will also train administrators on its abilities at the onset of the platform's implementation, and fix any request patches or repairs to accommodate your needs.

Data Reporting Service

For the same reasons as above, we can send data reporting information that is collected to your administrators. Century can export, simplify, or quantify any scoring information from the learning management functions for your collective benefit. This can ensure your audits are accurate and timely according to your needs.

Summary

OnCore by Century offers an easy, cost-effective tool to improve communication and collaboration in a business by uploading and sharing important documents to a shared online storage space. The platform offers multiple layers of features and benefits to match any work environment, especially in a modern age where the trend is leaning toward innovative cloud-based storage solutions. OnCore is a powerful solution that can be tailored to a wide variety of unique needs, no matter if you are a sales team, nonprofit, or any other type of business or organization.



About Us

Founded in 1981, Century Business Technologies has always been committed to providing exceptional products and services. Mel Woods and Marshall Hanson originally opened the business as Century Office Product, Inc. (COPI). Over the 30 years since the company's inception, they provided Century with passionate leadership and the vision of becoming one of the largest independent dealerships of office equipment in the state of Kansas. It has since expanded from its headquarters in Topeka, Kansas to include two warehouses and four other offices across the state in the cities of Lawrence, Dodge City, Chanute, and Garden City.





Century's current President and CEO is Dawna McCabe, Mel's daughter, with her husband Mark McCabe operating as Chief Business Development Officer. Century is now a certified woman-owned business (WBE). Today, Century focuses on providing all the solutions required to bring order and discipline to a business' digital environment.

Originally focusing on the sale of printers and copiers, Century's offerings now include digital scanning, cloud services, document management, business process optimization, managed print services, mobile technology, production print, managed network services, LED lighting, and much more - now, including OnCore.





Contact

To learn more about OnCore by Century or to speak with a Century representative, you can contact our office, find us on social media, or visit our website. We would love to discuss how OnCore can work for you and your business.

OnCore by Century

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