

CollabFiles

Create, Connect & Collaborate

<https://collabfiles.nic.in>

Access with gov.in / nic.in credentials

"CollabFiles is a web-based, cloud-enabled and scalable platform to create and manage documents and spreadsheets in a collaborative mode with a strategic control so that Government users could use it through secured and privileged access of Government e-mail account"

Government officials working on various projects and activities constantly need different types of data for exercising their day to day duties. They are required to collaborate with their peers and regional and head/sub-offices for various types of information available with them. In several instances, it is required to collect and collate information from multiple offices / users in electronic form such as documents and spreadsheets. It becomes a humongous task to collect, collate, compile data from various users. Multiple copies of same document are to be managed, re-formatted by extracting data from each into one single document/sheet for submission to authorities for further analysis. Such a manual activity could lead to errors during compilation. Also, documents thus compiled by collecting data from various sources have to be stored as a record for future references.

Currently there exists no unified platform for the activity to create, share and collect data from multiple users in a collaborative manner. A platform binding Government users, ensuring security and privacy of data prepared as documents and spreadsheets is the need of the hour.

Hence, to cater to the need of a secured platform for collaborative documentation activity in Government, NIC has come up with a web-based, cloud-enabled system called CollabFiles to manage documents and spreadsheets in a collaborative mode with a strategic control so that Government users could use it through privileged access of Government e-mail Id.

A Broad list of application features is presented below.

Application Features

1. Parichay Single-Sign On Integration for secured access by Government Officials and Employees (i.e., access through gov.in/nic.in email IDs ONLY)
2. User Profile (Auto-import from email profile)
3. Create and Manage Folders
4. Create a file
5. Move file from one folder to the other
6. Copy file from one folder to the other
7. Tag file with keywords while new file creation
8. Add keywords after file creation
9. Dashboard to View, Edit, Delete, Share Document and Spreadsheet files
10. Dashboard Statistics
11. Admin Dashboard
12. Basic Search
13. Advanced search
 - Search by Author email id
 - Search by Key words
 - Search between dates
14. Integration of files with Government application stack viz., eOffice, Sandes, email etc
15. Notifications
16. email Address book: Create & Maintain User-list of emails (Group email Ids to broadcast)
17. Mobile Address book: Create & Maintain User-list of mobile numbers (Group Mobile Ids to broadcast)

Gov Docs

18. Create a word processor document
19. Word Processor formatting features
20. Undo-redo actions
21. Auto-save document
22. Share a document & Notify over email
 - Single email (or) Multiple emails (or) Group Id created through Address book

- Share for select period or permanent share

23. Share a document in doc / pdf form to Sandes Mobile App
24. Share read-only copy of a document
25. Withdraw file shared earlier
26. Open file in read only mode
27. Edit document
28. Collaborate on a document -Two or more number of users working simultaneously on the same document
29. Spell Check
30. Insert inline comments
31. Save / Export Multiple versions of same document (within same filename)
32. Import document
33. Export document to docx and other standard formats
34. Table feature

Gov Sheets

35. Create a Spreadsheet
36. Cell format features
37. undo-redo actions
38. Edit Spreadsheet
39. Auto-save spreadsheet
40. Share a Spreadsheet & Notify over e-mail
 - Single email (or) Multiple emails (or) Group Id created through Address book
 - Share for select period or permanent share
41. Share a Spreadsheet in xls form to Sandes App
42. Share read-only link of a spreadsheet
43. Withdraw file shared earlier
44. Collaborate on a Spreadsheet -Two or more number of users working simultaneously on the same spreadsheet.
45. Export Spreadsheet to xlsx and other standard formats
46. Protect a range of cells and share spreadsheet to others for limited edit