

Tencent Document Enterprise Product Introduction



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Product Overview

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Tencent Document Enterprise is a secure, efficient, and open multi-user online collaborative office software developed by Tencent's R&D team. It provides enterprises with all-in-one collaboration services, covering common Office formats (documents, spreadsheets, slideshows, PDF), vertical formats (collection forms, mind maps, process diagrams), and innovative formats (intelligent whiteboards, smart tables). With fine-grained permission control, it ensures enterprise asset security, helps businesses achieve efficient office work, data aggregation analysis, and knowledge management, comprehensively improving office efficiency.

Common Office Formats: Document, Spreadsheet, Slide

- Multiple users can edit online simultaneously: A single document supports tens of thousands of concurrent readers and 500 concurrent editors.
- Fully compatible with local formats: Supports local file upload and conversion to multi-user collaboration, with compatibility for ten million cell import and export.
- Fine-grained permission control: Dynamically sets different collaborators' view and edit permissions for documents or document sections.
- Embed various creative elements: Documentation supports inserting images, videos, tables, files, shapes, annotations, etc.
- Real-time efficient data processing: Spreadsheets offer comprehensive coverage of mainstream office software formulas and functions.
- Content-rich and diverse creation: Slides support inserting various elements, with one-click remote/local presentation.

通用 Office 格式



文档



表格



幻灯片

Vertical Scenario Formats: Collection Form, Mind Map, Flowchart, PDF

- High-efficiency data integration: Collection forms support creating forms/votes/chain games, with data automatically aggregated to spreadsheets.
- Structured knowledge management: Mind maps support simplifying complex information and clearly displaying logical hierarchy.
- Visual process sorting: Flowcharts support standardized graphical display of procedure sequence to reduce understanding threshold.
- Cross-platform compatible sync: PDF maintains consistent multi-platform format, supporting annotations/format conversion.

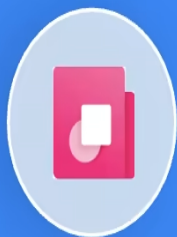
垂直场景格式



Innovative Document Formats: Intelligent Whiteboard, Smart Table

- **Intelligent whiteboard:** A canvas tool for graphical expression of ideas. Features an infinitely scalable canvas with high-definition zooming; provides abundant graphic components such as graphs, connecting lines, brushes, stickers, and mind maps, enabling intuitive representation of various ideas and creativity via graphical methods; supports free partitioned edit feature, dividing different workspaces on the infinite canvas to improve presentation and collaboration efficiency.
- **Smart table:** With structured data management as the core engine, it breaks through traditional table limits, supporting richer field types, multiple data views (such as forms/dashboards/Gantt charts), and convenient automated processes to enhance business data collaboration, analysis, management efficiency, and decision accuracy.

创新文档格式



智能白板



智能表格

Product Strengths

Last updated: 2025-11-06 17:39:15

Security

Enterprise-grade management backend with all-round monitoring of corporate assets. Supports fine-grained control of member permissions, unified ownership of information assets under enterprise documents, traceable end-to-end operation logs, and helps management comprehensively protect enterprise office assets before, during, and after events to prevent asset loss or unauthorized operations.

- **Before the Incident:** Achieve granular control of documents through strict permission control, including configuring document inbound rules (which members can view, edit, or manage) and advanced security settings (which members can comment on, export, copy, or download documents), fully meeting management requirements in different collaboration scenarios.
- **During the Incident:** Track browsing and revision records of documents. Admins can also customize version management. ALL operation records can be traced, and earlier versions can be restored with one-click. Important information is never lost.
- **After the Incident:** Document admins can add custom watermarks to documents. Enterprise admins can add mandatory watermarks in the backend, support document audit capability, keep operation records, and comprehensively manage enterprise document security.

- 组织架构管理
- 许可管理
- 可见范围管理
- 企业个性化
- 文档数据
- 文档管理
- 文档权限

事前预防：文档分享控制

- ✓ 权限管理
 - 仅指定人
 - 企业内
 - 所有人
- ✓ 安全设置
 - 仅可编辑成员能在动态中发言
 - 限制仅浏览权限复制文档
 - 仅我可修改指定人权限

事中管控：操作记录留痕

- ✓ 浏览记录
 - 梁伟在9月7日13:15 浏览了文档
 - 王青在9月3日10:05 浏览了文档
- ✓ 修改记录
 - 梁伟在9月7日13:15 修改了文档
 - 王青在9月3日10:05 修改了文档

事后追溯：水印日志跟踪

- ✓ 安全设置
 - 文字水印
 - 访客水印
- ✓ 后台监控
 - 文件操作审计
 - 文件监控风险

Efficient

Multi-Device Collaboration, Low-Cost Digital Economy

- Replace paper document transmission and local file transfer, ready to use out-of-the-box, update at any time.
- Automated trigger approval, file distribution, and data collection in online business processes, with modified content synchronized in real time, saying goodbye to "repeat file transfers and version chaos".

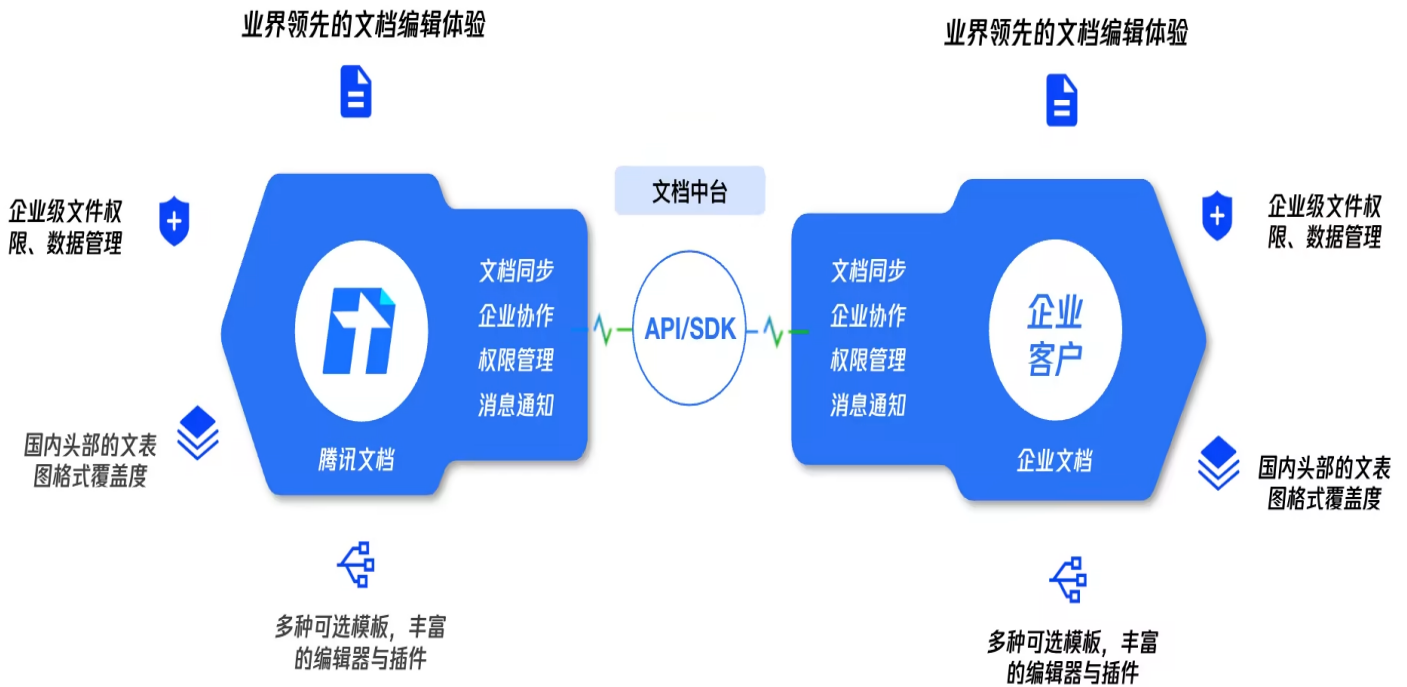
Creative Elements Enrichment, Data Intelligence Processing

- Embed various creative elements to meet professional documentation needs and explore new types of document creation.
- Data can be automatically analyzed and visualized (such as generating charts with one click), outputting professional data achievements without complex operations.



Opening

Provides atomic collaboration experience and connects business systems. Comprehensive open API and documentation center capacity, seamlessly integrates enterprise-owned IM, OA, CRM, ERP and other business systems, enables bidirectional data synchronization between documents and business data, breaks information silos, and makes documents the "intermediate hub" to accelerate business circulation.



Feature Comparison

- **Higher storage capacity:** Compared with the personal edition's 1GB/user, the enterprise edition provides 50GB/user/year storage space, fully meeting enterprise knowledge storage and management needs. It also offers a capacity management portal in the admin backend for real-time insights into employee capacity usage data, enabling reasonable allocation and flexible enterprise capacity management.
- **Resignation handover management:** Document assets permanently belong to the business, one-click handover for former employee documents, and business recycle bin prevents file loss.
- **Enterprise Information Security:** Fine-grained access control implements full lifecycle security management capabilities before, during, and after events. Organization profiles are tracked throughout the process to effectively prevent and reduce risks of information leakage.
- **Team Shared Space:** Create company-level, department-level, and team-level exclusive shared storage space with flexible permission control, securely guarding organization information.
- **Efficient Collaboration Among Members:** Connect the Enterprise Address Book to communicate with colleagues within the organization anytime, anywhere. Interactive capabilities such as document mentions and comments enable more efficient and convenient collaboration between organization members.

为什么要选择腾讯文档企业版?

一图对比个人版VS企业版

腾讯文档个人版

储存容量:

1GB/用户

企业资产保护:

文档资料属于员工个人, 离职可带走或销毁所有信息

信息安全:

保护员工个人文件资料, 企业无法追踪

容量管理:

不支持

共享空间:

不支持

协作能力:

提升个人在线协作效率

VS

腾讯文档企业版SaaS

储存容量:

50GB/用户/年

企业资产保护:

文档资产永久归属企业, 离职员工文档一键交接, 企业回收站防丢文件

信息安全:

精细化权限管控, 企业资料全程追踪, 全链路预防和降低信息泄露风险

容量管理:

企业管理后台实时了解员工使用数据, 灵活管理企业容量

共享空间:

打造团队专属共享存储空间, 按组织架构分层管理, 安全守护企业资料

协作能力:

针对团队办公场景, 安全高效协作

Use Cases

Last updated: 2025-11-06 17:09:38

Project Management: Use Smart Table Lightweight Project Management Tool to Customize an Exclusive Dashboard

Table View: Project Plan Deconstruction

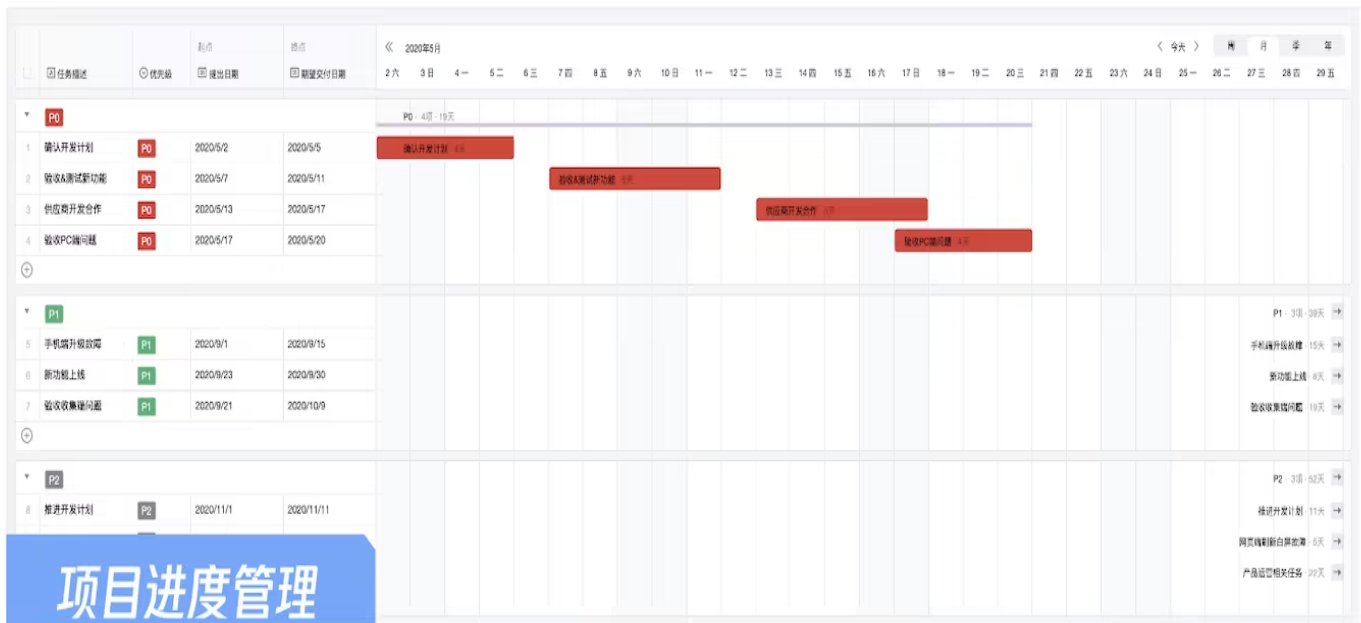
- Create an intelligent spreadsheet as a project management table or requirement planning table, designed to collect and manage task content, priority, owner, delivery time and progress information. All information can be accumulated through standard column formats, making it easier to filter and view in groups compared to traditional tables.
- In **table view**, use the **grouping** capacity in the toolbar to group tasks by priority, allowing you to intuitively see the task info under each priority. For example: in the figure below, there are 4 P0 priority tasks and 3 P1 priority tasks.
- Meanwhile, in the field types of intelligent spreadsheets, using the **member** field allows you to conveniently add colleagues from the enterprise contact list. It also enables you to remind designated colleagues to focus on project information according to project management needs, ensuring clear and concise project progress management with responsibility assigned to individuals.

<input type="checkbox"/>	任务描述	优先级	项目类别	版本	岗位	任务负责人	提出日期	期望交付日期	预计工时	实际开始日期	实际交付日期	TT 实际工时	进展	相关附件	bug记录 (如有)	+
▼ P0																
1	确认开发计划	P0	项目A	1.0	程序	[Avatar]	2020/5/2	2020/5/5	3	2020/5/3	2020/5/5	2.0	已归档		适配横屏状态 语音	
2	验收&测试新功能	P0	项目A	1.0	验收	[Avatar]	2020/5/7	2020/5/11	4	2020/5/7	2020/5/11	4.0	已归档		自定义颜色 语音识	
3	供应商开发合作	P0	项目A	1.0	策划	[Avatar]	2020/5/13	2020/5/17	4	2020/5/11	2020/5/15	4.0	已交付			
4	验收PC端问题	P0	项目A	1.0	验收	[Avatar]	2020/5/17	2020/5/20	3	2020/5/17	2020/5/20	3.0	已停滞		退出按钮不显示	
+ @同事 参与协作																
▼ P1																
5	手机端升级故障	P1	项目B	1.1	程序	[Avatar]	2020/9/1	2020/9/15	14	2020/9/7	2020/9/21	14.0	已归档		白屏 退出按钮不显	
6	验收收集端问题	P1	项目B	1.1	验收	[Avatar]	2020/9/21	2020/10/9	18	2020/9/21	2020/9/30	9.0	已停滞		适配横屏状态	
7	新功能上线	P1	项目B	1.1	程序	[Avatar]	2020/9/23	2020/9/30	7	2020/9/24	2020/9/30	6.0	已交付		适配横屏状态	
+ @同事 参与协作																
▼ P2																
8	推进开发计划	P2	项目C	1.2	策划	[Avatar]	2020/11/1	2020/11/11	10			0.0	进行中		页面只显示部分	
9	网页端刷新白屏故障	P2	项目C	1.2	程序	[Avatar]	2020/11/22	2020/11/26	4			0.0	未开始			
10		P2	项目C	1.2	策划	[Avatar]	2020/12/1	2020/12/22	21			0.0	未开始			

项目拆解&分组

Gantt View: Project Progress Management

- In the task table, we show each responsible person's current planning task situation in the form of **Gantt view**, to align task progress promptly during project meetings and team meetings. For tasks at risk, rapid coordination can be conducted.
- The responsible person for each task can also intuitively understand what others are working on through time progress, ensuring information transparency. This is super conducive to team objective alignment, so as to collaborate efficiently and further enhance project management efficiency.



Kanban View: Project Management and Team Task Tracking in Different Stages

- **Kanban view** is a brand-new rendering method that distinguishes intelligent spreadsheets from **table view** and **Gantt view**. It arranges information under each group vertically in a sliding and viewable manner, making it very suitable for categorization by different project stages, allowing you to see task execution under each project stage.
- Each **card** in the Kanban can be freely arranged by collaborators. For example, drag and drop to adjust the order of different stages or set the information displayed in each card. As shown in the figure, if task-related attachments do not require priority display, they can be hidden. Hidden information can be viewed in full when clicking the card, allowing instant grasp of project status.

项目状态管理

已归档 (3项)	已交付 (2项)	已停滞 (2项)	进行中 (1项)	未开始 (2项)
确认开发计划 优先级: P0 项目类别: 项目A 版本: 1.0 任务负责人: [Avatar] 提出日期: 2020/5/2 期望交付日期: 2020/5/5	供应商开发合作 优先级: P0 项目类别: 项目A 版本: 1.0 任务负责人: m 提出日期: 2020/5/13 期望交付日期: 2020/5/17	验收PC端问题 优先级: P0 项目类别: 项目A 版本: 1.0 任务负责人: j 提出日期: 2020/5/17 期望交付日期: 2020/5/20	推进开发计划 优先级: P2 项目类别: 项目C 版本: 1.2 任务负责人: r 提出日期: 2020/11/1 期望交付日期: 2020/11/11 bug记录 (如有) 页面只显示部分	网页端刷新白屏故障 优先级: P2 项目类别: 项目C 版本: 1.2 任务负责人: m 提出日期: 2020/11/22 期望交付日期: 2020/11/26 产品运营相关任务 优先级: [Blank]

- In addition to presenting the dashboard by "project stage", it can also be displayed by **project leader**. Each responsible person can focus on their own task completion status, while the overall project leader can clearly see the completion status of different personnel, making it easy for team task tracking.

团队任务追踪

joeffe (3项)	miumi (2项)	mar (3项)	belle (2项)
验收&测试新功能 是否达标: <input checked="" type="checkbox"/> 优先级: P0 项目类别: 项目A 期望交付日期: 2020/5/11 实际开始日期: 2020/5/7	手机端升级故障 是否达标: <input checked="" type="checkbox"/> 优先级: P1 项目类别: 项目B 期望交付日期: 2020/9/15 实际开始日期: 2020/9/7 实际交付日期: 2020/9/21	供应商开发合作 是否达标: <input type="checkbox"/> 优先级: P0 项目类别: 项目A 期望交付日期: 2020/5/17 实际开始日期: 2020/5/11 实际交付日期: 2020/5/15	确认开发计划 是否达标: <input checked="" type="checkbox"/> 优先级: P0 项目类别: 项目A 期望交付日期: 2020/5/5 实际开始日期: 2020/5/3 实际交付日期: 2020/5/5

Knowledge Management: Information Storage and Shared Space for Materials

Enterprise knowledge management essentially involves systematically integrating, transmitting, applying, and innovating knowledge to convert this core intangible asset into actual competitiveness. In a complex and dynamic market environment, knowledge management holds multidimensional and in-depth value for business survival and development. Tencent Documents provides enterprises with a unified knowledge management portal—Shared Space—to effectively solve this problem. Shared Space supports the following features:

- **Various directory structures:** Enterprises can create **department spaces** as needed, along with standard **team shared spaces**. Each space supports multi-level folders and subfolders, meeting business needs for diverse knowledge storage and management.
- **Fine-grained permission control:** Each space can be configured with separate permissions at different tiers, ensuring identical spaces display different scopes for different roles. To facilitate management, you can also enable one-click confidentiality mode for the entire space, protecting important and confidential content to guarantee enterprise knowledge security.
- **Various document types:** including but not limited to Tencent Documents' own online document formats, such as online documents, online spreadsheets, smart documents, smart tables. It also supports local file formats, including images, videos, PDFs, etc., comprehensively covering standard file formats in the market, enabling mass knowledge management and all-round sharing.



结构化目录树
多层次管理文档

权限精细化管控
保障企业知识安全

支持多种文档类型
自由自在创作

海量知识/内容
团队共享

Visual Dashboard: Using Smart Table to Create Transparent Production and Optimize Production Quality

- In addition to common project management scenarios, intelligent tables can also help businesses in different industries build their own exclusive lightweight business systems, addressing business problems with no code and low cost.
- In the manufacturing industry, intelligent tables can flexibly transform into a business **Production Management System**, assigning workshop production tasks to individuals by line. Via intelligent **kanban view**, you can clearly see the overall progress of production, including the completion status at the latest time node.
- During multi-user collaboration, document permissions management enables flexible control over **document access for different roles**, such as administrators, editable users, and view-only users. Collaboration records between members—including browsing history and edit logs—are fully traceable. You can restore to earlier versions at any time, ensuring important information is never lost.

The screenshot displays a comprehensive project management dashboard on the left and a document permissions management panel on the right.

Project Management Dashboard (Left):

- 项目基本信息 (Project Basic Information):** Includes project name (XXX车间项目), ID (142405), and key personnel (项目经理, 现场负责人, 机械负责人, 电气负责人, 工艺负责人, 安全负责人).
- 项目总体进度 (Overall Progress):** Shows key milestones (P0, P1) and their completion status (e.g., P0 调试完成, P1 调试完成).
- 任务看板 (Task Kanban):** A grid of task cards for various assembly and installation steps, such as '框架组件装配', '车间划线', '剪刀又位置确定', '清点机加件', '对射光杆安装', and '设备上电配置'. Each card indicates the task's progress (e.g., '未完成', '已完成', '特种作业').
- 可视化看板 (Visual Dashboard):** A button at the bottom left for a visual overview.

Document Permissions Management (Right):

- 权限管理 (Permissions Management):** A panel for managing document access, including adding rules, selecting document members, and setting security options.
- 文档公开范围设置 (Document Public Range Settings):** A section for configuring document sharing and security, with options like '可编辑' (Editable), '可浏览、编辑、分享此文档' (View, edit, share), and '仅浏览' (View only).
- 安全设置 (Security Settings):** A section for document security, including '文档水印' (Document Watermark), '禁止仅浏览成员发表动态' (Prohibit posting by view-only members), and '禁止仅浏览成员复制、打印、导出和创建副本' (Prohibit copying, printing, exporting, and creating copies by view-only members).
- 文档安全功能设置 (Document Security Function Settings):** A section for document security features, including '仅我可添加、修改成员权限' (Only I can add, modify member permissions).

Store/Workshop Inspection: Online Transformation of Table Inspection, Dashboard Data Access Anytime, Anywhere

- Tencent Docs collection form supports million-level information collection, with collected data automatically aggregated into online spreadsheets and smart tables, making data analysis easy.
- In retail, manufacturing and other industries, store and workshop inspections require convenient mobile input. Collection forms can meet this need well, presenting as user-friendly questionnaires that allow inspectors to easily input data on mobile devices. The collected information is summarized in real-time in spreadsheets, eliminating the need for

manual import/export by administrators. Visual charts can also be generated with one click, making it very convenient.

- In addition to industry applications, collection forms are also common tools for administration, HR, and IT teams within businesses. For example, administration teams use them for employees to claim holiday gifts, HR teams organize training and events requiring sign-in, and IT teams conduct periodic satisfaction surveys. These tasks, which originally needed third-party tools, can now be resolved with one-click through collection forms. They also connect to the Enterprise Address Book, obtain employee information, and enable more convenient data analysis.

设备巡检录入登记表

*01 巡检日期
年/月/日

*02 巡检地点
请输入

*03 设备情况
 正常
 需修理

*04 巡检员签名
点击签名
签名将被记录为图片, 可能被复制

*05 上传设备照片
+ 添加图片
6张

巡检系统

管理员创建
巡检登记表

多个巡检项目
可同时填报

所有信息数据
一键汇总

有效沉淀
多形式储存

填写情况
3 填写人数
3 填写结果
0 未填写人数
2.02MB 收集附件容量
可设置定时提醒功能 正在收集

数据汇总 已填写

提交者 (自动)	提交时间 (自动)	巡检日期 (必填)	巡检地点 (必填)	设备情况 (必填)	巡检员签名
	2023/11/21 23:15:18	2023年11月21日	破格	待修	收集结果
	2023/11/21 23:18:29	2023年11月17日	b车间	正常	收集结果
	2023/11/21 23:21:03	2023年11月21日	a车间	正常	收集结果

收集结果自动汇总

一键转表格存储

考勤签到打卡
为了配合总部办公, 方便统计每位员工的考勤信息, 请根据屏幕手机扫码完成签到, 并在上述及下转时, 并由此表进行打卡记录, 感谢大家配合!

签到

[HR部门]
培训签到
考勤打卡
行程签到

[IT部门]
设备领用登记
满意度调查
接龙统计

收集表扩展使用场景

Inventory Management: One-Stop Inventory Inquiry with Smart Table, Information Within Reach

- Build an inventory system at no cost:** Use Tencent Docs smart tables to flexibly create an exclusive inventory management system for your business, managing supplier information, inventory details, and consumption status.
- Anytime, anywhere information update:** Information between different subtables can be automatically synced across tables through association and search reference, eliminating the need for repetitive manual updates.

- **Reduce communication costs:** Automate various business notifications, such as item expiration, expiring soon reminders, and insufficient stock alerts, eliminating the need for manual messaging. Information reaches recipients promptly, improving communication efficiency.
- **Efficiently assess material shortage risks:** For critical items in inventory management, if insufficient stock occurs, automated notifications are triggered immediately, making it easy for procurement staff to promptly follow up and complete replenishment.

The screenshot displays a web application interface for inventory management. On the left, a sidebar lists various management functions like '01-供应商管理' and '04-库存管理'. The main area features a table with columns for item name, purchase quantity, inventory quantity, expiration date, and status. Below the table, four blue buttons highlight key benefits: '无成本搭建库存系统', '随时随地信息更新', '降低沟通成本', and '高效判别缺料风险'. On the right, a '自动化' (Automation) panel shows active workflows, including '库存不足提醒' (Inventory Shortage Alert) and '物品/过期提醒' (Item/Expiration Alert), with their respective configurations and status.

物品名称	回 采购数量	回 领用数量	回 库存数量	回 到期时间	回 临期状态	回 库存状态
粽子	200	0	200	2024年7月31日	过期	库存充足
月饼	200	3	197	2024年12月31日	过期	库存充足
6周年T恤	100	14	86	2025年4月1日	过期	库存充足
帆布包	100	1	99	2027年4月1日	正常	库存充足
登山杖	100	0	100	2027年4月1日	正常	库存充足
登山包	120	1	119	2027年4月1日	正常	库存充足
薯条	400	0	400	2027年7月1日	正常	库存充足
扩展坞	50	6	44	2027年9月16日	正常	库存不足
激光笔	30	3	27	2027年4月30日	正常	库存不足

无成本搭建库存系统 **随时随地信息更新** **降低沟通成本** **高效判别缺料风险**

New Product Promotion: Multi-Category Application Composite to Efficiently Promote Marketing Plan Implementation

- **Plan drafting:** Use Tencent Documents' **online mind map** to systematically organize planning ideas. Different colors and themes allow for intuitive sorting and presentation of division of roles in marketing activities.
- **Material creation:** Use Tencent Documents' **online slideshow** to integrate marketing plans, materials from marketing activities, and presentation materials in an organized manner, and collaborate on editing by page.
- **Post-meeting research:** The execution of any project activity relies on user feedback. Using **collection forms** allows for broad satisfaction rate data collection, enabling valid review and project experience accumulation.
- **Post-meeting summary:** Use Tencent Documents' **online document** or **smart document** to summarize and accumulate post-meeting discussions and reviews, providing a reference for next time's activity planning and continuous improvement.

计划拟定 素材制作 会后调研 会后总结



在线思维导图

在线幻灯片

在线收集表

在线文档

500人
同时在线协作

@组织成员
快速写作提醒

权限配置
灵活易操控