

Discover the « key solutions »  
to optimize the management  
of your information



Archive  
Retrieve



Share  
Collaborate



Broadcast  
Communicate



Open Bee™

[www.myopenbee.com](http://www.myopenbee.com)



# IMPROVE THE WAY YOU MANAGE YOUR INFORMATION THANKS TO THE INNOVATIVE OPEN BEE™ SOLUTIONS

In today's economic environment, many companies are looking to streamline their processes to alleviate unnecessary financial burdens.

One way companies are doing this is by adopting paperless document management software systems. The amount of data companies need to maintain, store and interpret is also growing alongside breakthroughs in technology.

Consequently, many firms are grasping the need to go paperless and implementing document management software to ease operations and business processes while also delivering the opportunity to focus on more pressing business needs.

Thanks to a DMS solution corresponding to the structure of your business, the reconciliation operations for quotes, delivery slips, invoices or the handling operations of client records will be done faster while using less resources, thus having a positive impact on your operations.

**As experts in document management since 2002, we are giving you the opportunity to discover the Open Bee™ family solutions. These help you optimizing filing, searching and sharing your business documents, very simply, and with a minimum of effort.**



# OPEN BEE™ PORTAL

Archiving, managing and sharing all your documents.

Open Bee™ Portal solution gives a new dimension to your documents thanks to various functions that will completely transform the way you work. This web-based document management solution lets you organize the way you file, search and share all types of files (scanned paper documents or electronic documents) with your co-workers and partners. Performance, ease of use, mobility, scalability : whatever your expectations, Open Bee™ will be up to the task.

## Reinforce the idea of collaborative work :



- Upload all the documents that are critical to your organization through an Intranet/Extranet portal known for its contemporary and user-friendly interface.
- Dynamically inform your co-workers about the publication of a new document or edition of an existing document (pricing update, documentation, etc.)
- Receive an automatic notification when your contracts, subscriptions, etc. are about to expire.

## Benefit from advanced features :

- Reinforce your security and privacy policies by creating users groups and managing closely their read, write and delete rights, etc.
- Access your corporate information without location limitations, even when you're not at the office.



## Enjoy the versatility of our solution !

Whatever the nature of your documents and work habits, Open Bee™ Portal solution lets you reinforce your daily productivity, and that of your co-workers.

### Documents search engine

Search and find, in a matter of seconds, any document, simply by typing any word of its content, or with the advance multi-criteria search module.

### Dashboard

Directly access your favorite documents, notifications messages and the validation tasks to be performed.

### Viewing formats

Chose the format most fitting for the visualization of your documents : icon, thumbnail or sliding document.



### Viewing documents

Easily find your documents by browsing the folders and subfolders tree.

### Actions on the documents

Benefit from the advanced features that will help you manage the various versions of your documents, notify your co-workers, manage access rights, ...



# OPEN BEE™ SCAN

## Indexing and filing your scanned paper documents.

With its modern and user-friendly interface, this software lets you file very simply all of your paper documents. Whether you want to file mail, contracts, delivery slips, invoices, quotes, orders, patient records or forms, there will be a version of our system that will fit your needs.

### A solution that will adapt to the volume of your documents :



- **Low volume** : File your documents directly from your digitisation platform, thanks to the OPEN API technology.
- **Medium volume** : Preview your digitized documents and index them from your workstation.
- **High volume** : Automate the dematerialization process thanks to OCR technologies, automatic documentation recognition barcode scanning.

### The solution offers multiple conversion formats for the documents :

- PDF OCR text/image, in order to search for any document with any word from its content.
- PDF/A, that guarantees the durability of your documents.
- MS Word, Excel, that eliminates the need to retype your scanned paper documents when you need to edit them.

### The solution automates the filing process :

- Naming documents according to a logical and common corporate policy
- Automatic filing in Open Bee™ Portal.
- Creation of a structured folders and subfolders tree.



## Simple and attractive interface

No complex setup process, no lengthy instructions to follow, or thick user manuals to read. Install the software, execute it and start filing your digitized paper documents !



- Index and file your paper documents from your multifunction device's touch screen
- Index and file your scanned paper documents from your Windows workstation.

## Preview of the scanned documents

Use your mouse to select an area of the document and automatically populate an index field.

## Semi-automatic indexing

Fill in several indexing criteria such as a drop-down list, date, comment, amount...



## Reorganization of the scanned document

Simply manage page deletions, modification of the order of the pages or the filing of multiple pages simultaneously.

## Barcode scanning

Take advantage of 1D (Code 39, 128, EAN, etc.) or 2D (PDF417, DataMatrix) barcode recognition that entirely automates indexing and filing operations.

# OPEN BEE™ SOLUTIONS BENEFITS

Learn about the advantages our solutions can offer you !

Work efficiency, time saving and costs reduction are some of the key benefits that a DMS solution can offer you. With Open Bee™ solutions, you will be able to leverage concretely these benefits inside your organization, thanks to significant and distinguishing advantages.



## Solutions that adjust to your specific business processes and corporate needs...

The Open Bee™ solutions have been developed to assist you in your daily missions by taking into account your work habits and objectives.

Using the modular structure of our products, you can create your own solution, tailored to your wishes, the volume of your documents as well as their various types.

### Samples of projects run with Open Bee™ :

- Management of patient records in clinics, hospitals, etc.
- Management of incoming paper mail in city halls.
- Archiving and integration of supplier invoices in Sage, QuickBooks, etc.



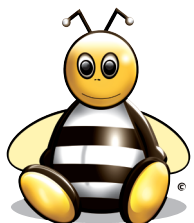
### Obtain tangible and measurable benefits !

With more than 15 000 clients and 5 million documents filed, Open Bee™ solutions efficiency has been proven. They are a key feature to companies' strategic and operational performance through the realization of benefits such as :

- Financial economies
- Productivity improvement
- Better use of resources
- Development of employee skills
- Improvement of the security and reliability of critical data
- Improvement of client and supplier satisfaction.



## FOR MORE INFORMATION



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