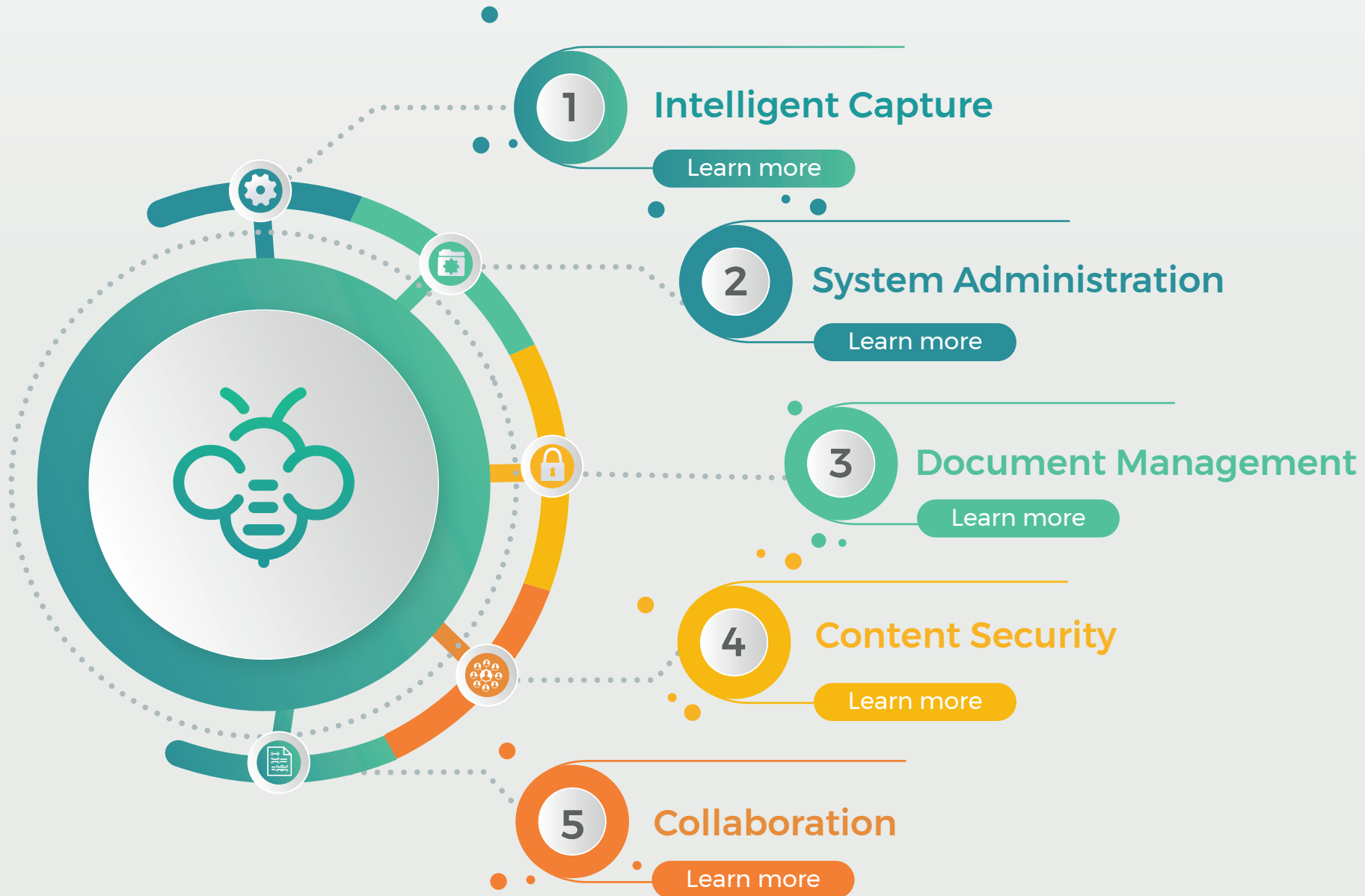


Store, protect,
organize, and
manage all your files
in a single Platform

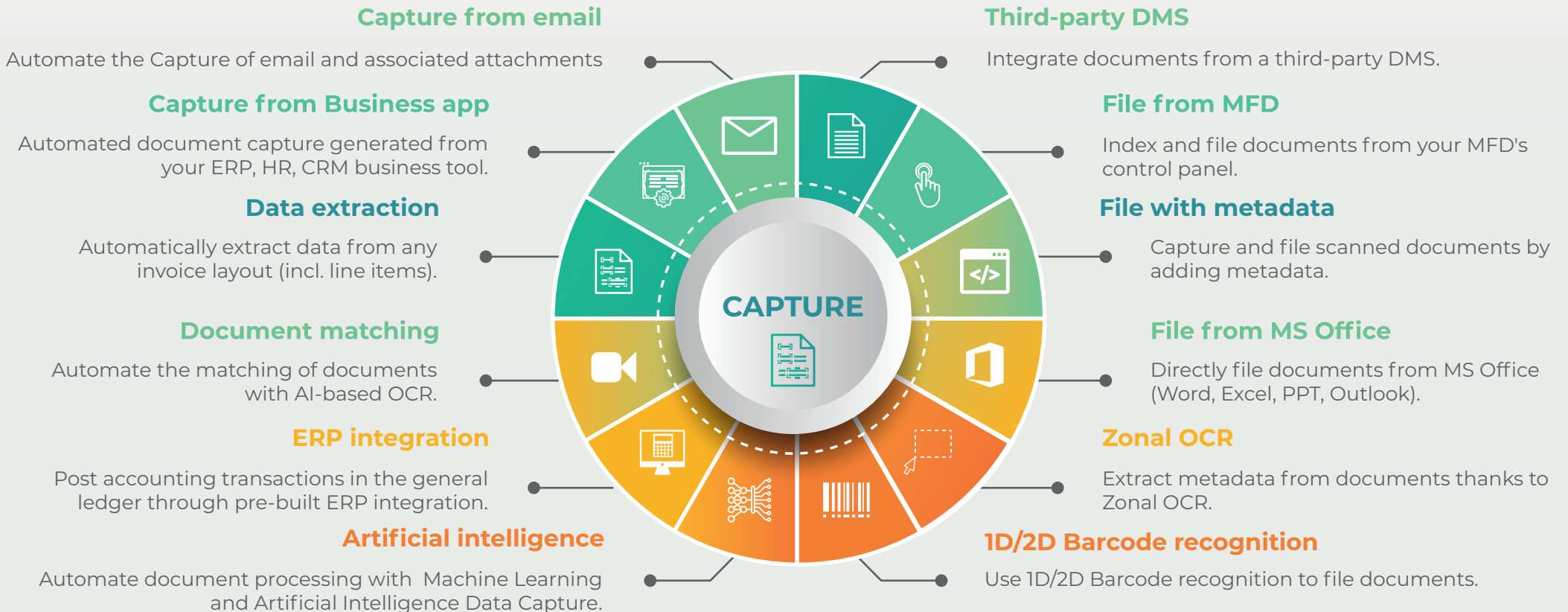


Document
Management
Platform

Open Bee platform's core features



Intelligent Capture's key features



System Administration's Key Features



Document Management's Key Features

Actions on documents and folders

Multiple possible actions: downloading, editing, moving, deleting, sharing...

Simple search

Quick search of all documents and folders based on metadata, keywords, description, full text, title...

Advanced search

Document search by keying in advanced criteria for detailed and multiple metadata queries.

Navigation

Support of folder browsing to locate a specific document.

Online editing

View and edit Office documents in Office 365 Online.

Smart view

Folders and sub-folders' display in a tree structure to facilitate access to the different levels.

Electronic form

Design of customized electronic forms to be completed by users. Electronic Forms creation, capture and processing of the metadata fields and associated documents.

Locking

Protect a document from unwanted modifications by others.

Digital Vault

Store, backup and organise all of your important files in one highly secure location.

Import from a ZIP

Import a large volume of folders or documents in a tree structure from a ZIP folder.

Synchronization

Desktop sync to automatically and seamlessly synchronize files and folders between Windows computer and the DMS file server.

Documents and folders' history

Traceability of all actions performed on a folder or a document via an audit trail.

Search from business application

Search of documents stored in the Open Bee platform from third-party with keyboard shortcuts.

ZIP export

Export of documents and folders in a ZIP archive.

Classification from MS Office

Classification of MS Office documents right from a button integrated into the office software.

Document filing

Previsualization and dynamic filing of documents scanned or downloaded in the Open Bee platform.

Analytics

Creation of graphical reports on the use of the application and on classified documents' types.

Filing rules

Renaming and dynamic filing of documents in a tree structure according to provided metadata.

Mobility

Access, share, edit, download and directly file pictures or any documents through a mobile device with the iOS or Android app and from your web browser.

Lifecycle

Document lifecycle management (retention, destruction, migration) according to a due date.

DOCUMENT MANAGEMENT



Content Security's Key Features

Advanced rights management

11 different user security roles ranging from “read only” to “System Administration” to provide an appropriate level of user access permissions.

Two-factor authentication

Add a security level by requiring a second factor authentication using SMS, email code or Google authenticator.

Secure login

Connect safely to the environment by entering a login and a password.

Data encryption

Secure documents stored by encrypting DMS data and metadata using an AES-256 encryption algorithm.

Digital watermarking

Dynamically apply watermarks displaying individual user information to prevent the use of Windows print screen and screen grabber applications.



Collaboration's Key Features

Documents linking

Link related documents together.

Date reminder

Set a reminder on a document's due date.

Discussion threads

Create discussion threads with contacts on documents and folders.

Simplified sharing

Share a document through a secure and temporary link with one or more users not registered in the application.



Versioning

Manage multiple variations of the same document to display the one of your choice.

Dashboard

Gain total visibility over your content with a quick access to your notifications and favorite documents.

Notifications

Be notified in real time of tasks to be performed or actions made on documents.

Tasks

Assign tasks to others.

Workflows

Manage document approvals or reviews by assigning tasks to different people for completion in real time.





**Want to learn more?
Call your local representative or contact us at**



info@openbee.com



www.openbee.com/en/contact-us