



**MAKE DOCUMENT  
MANAGEMENT  
A BREEZE  
WITH OPEN BEE**

Digital Content  
Service Platform

“ Unleash  
your digital potential ”





## Make digital business transformation a practical reality

The way we live and work will never be the same. Disruption has become the norm and change is both exponential and constant. Words like agility, speed and customer experience are now transforming and reshaping our business models.

**To emerge as a winner, companies need to drive their digital transformation journey.**

Digital transformation is not only a development stage, but a journey having various connected objectives. Businesses need to become more agile, well-connected, innovative, efficient, and most importantly aligned with present and future customer needs.

Accelerating the digitalization of business processes is thus becoming a strategic priority. As a consequence, it requires your business to strive towards continuous improvement and optimization of managing, sharing and securing information across your ecosystem.

**With a proven expertise in paperless and workflows operations, Open Bee will help you digitizing your document related business processes to gain agility, visibility, scalability and profitability.**

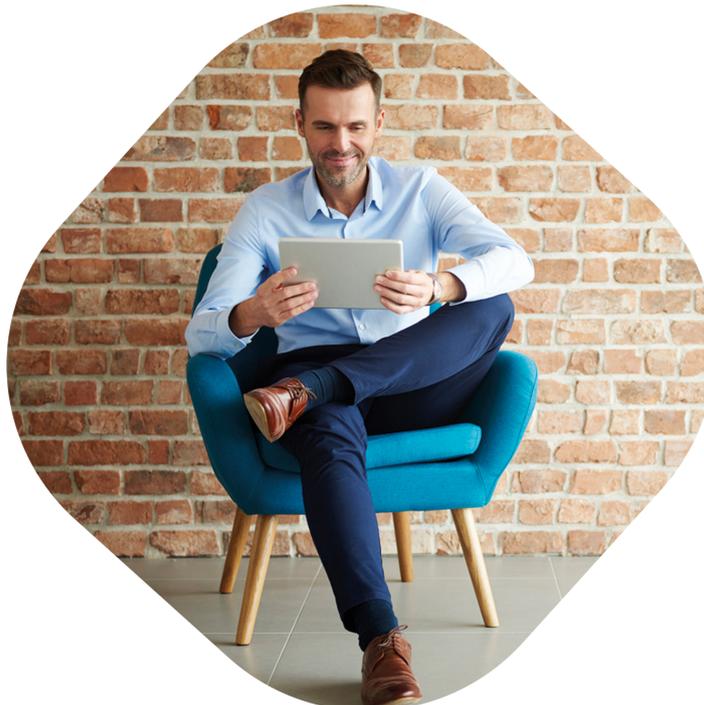




## About Open Bee

- > Founded in 2008 in Annecy (France)
- > 60 employees
- > 250 000+ users worldwide
- > Products available in 12 languages (including Arabic, Chinese, Japanese)
- > 13% of turnover invested in Research and Development

“ We help businesses on their digital transformation journey by providing end-to-end document management software solutions that simplify capture, search, sharing, approval, security and legal preservation of information. ”





## Here at Open Bee, we understand the challenges your files bring

Paper documents are expensive, easily lost, and require complicated storage processes.

Not only that, but they hinder collaboration and productivity—and your business operations may suffer from the lack of organization. Throw the risk of a security breach into the mix, and you've got a recipe for disaster. But this doesn't have to be the case.

Even if you've decided to revolutionize your document management system, finding the right hardware-software combination can be challenging. There are so many options, and you want to make the right decision.

You could scan your paper files to Windows. However, without a document management software solution, that isn't enough.

To eliminate paper bottlenecks, promote collaboration and sharing, expedite the document approval process, and enjoy outstanding security, you need an end-to-end document management platform.





# Document management has never been easier

**Whatever your needs, we're up to the challenge.**

The Open Bee Portal DMS will organize the way you file, search, and share your documents with business partners and colleagues. It comes with software licenses for multiple accounts, so you can collaborate easily using a smart and simple interface.

## Scanning Wizards



Scan your paper files from your device. Use Open Bee to organize your contracts, invoices, and letters in a structured way.

## Document Management



Store your paper and electronic documents in the cloud. Benefit from the platform's quick and easy setup, without any need to maintain the server.

## Admin Console



Assign user access and permissions as needed. Oversee groups and users, manage access rights to projects and documents, and delegate tasks so you can start collaborating.

## Document Search and Retrieval



Locate documents in any file format using a simple search box, or create your own advanced search criteria. Retrieve files based on title, keywords, author, date, and more.

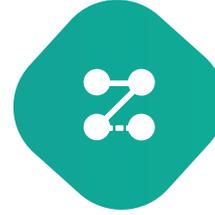


### Online Workspaces



Connect as a team with Open Bee's smart collaboration tool. You can invite others to edit, review, and comment on your documents in real time, and meet deadlines faster than ever.

### Workflow Manager



Build simple (linear) or complex (conditional) approval processes with our web-based Process Designer. Customize templates once and reuse them often.

### Document and Folder Subscriptions



Subscribe to specific documents and folders, and receive real-time notifications each time a change is made. We'll send an email with a secure link to the updated content.

### Version Control



Say goodbye to manually sorting through outdated documents! Enjoy uninterrupted access to the latest versions of your files. View what was changed, when, and by whom.

### Mobile App



Use the Open Bee mobile app to manage, file, and retrieve your documents on the go. Collaborate from anywhere and streamline your business processes today.

### Security and Confidentiality



We'll protect your data like it's our own. Encryption, multi-factor authentication, digital watermarks, access rights, and other top-level security measures will bring you peace of mind.

“ Open Bee's straightforward, intuitive system includes multiple advanced features that will transform the way you work and collaborate, speed up your filing process, and improve efficiency when searching for documents. ”



# EMPOWER THE DIGITAL WORKSPACE





# Open Bee : the next generation of organic software

Rather than forcing end users to change the way they work, Open Bee's flexible solution adapts to each organization's exact needs. Performance, ease of use, mobility, and scalability are just some of the benefits.

Unlike most comparable systems, Open Bee offers:

- > Strong integration with your scanning device.
- > A quick ordering process (software license card) and fast cloud implementation.
- > Online video tutorials and a compelling quick-start guide.

Our building block solution will also allow you to start small, with just five users, and grow big with more internal and external users, additional features, and a higher storage capacity.

DOCUMENT SHARING			
Print	Extranet	Mobile	Web Services
DOCUMENT MANAGEMENT			
Workflow	eForm	Security	Legal Preservation
DATA CAPTURE			
Paper	MS Office	Email	Business Applications





# The many benefits of Open Bee



## Ergonomics and Ease of Use

Access the latest UI innovations, with unparalleled intuitiveness and user-friendliness.

## Efficiency

Find and retrieve important documents in seconds using our powerful built-in search engine.

## Scalability

Only pay for the cloud storage you require. You can easily upgrade your Open Bee solution as needed.

## Remote Access

Organize, view, and share your business documents from anywhere. Your files will always be available in the cloud.

## Rapid Deployment

Minimal IT input is required on your end. Plus, all system upgrades are completed automatically.

## Exceptional Security

From data encryption to access control and more, Open Bee provides the highest level of security.

## File Sharing in Just a Few Clicks

Keep everyone informed, control who gets to see what, and make sure your files are up to date.

## Cost Savings

Reduce your annual operating expenses with Open Bee. Our platform doesn't include any substantial upfront costs.

## A Paperless Solution

Gain storage space, put an end to misplaced documents, and find important files when you need them.

## Instant Document Approval

Set up standard and advanced document routing and approval processes. No more bottlenecks!

## Regulatory Compliance

Comply easily with the EU General Data Protection Regulation (GDPR), as well as local legislation and standards.

## Disaster Recovery

Our platform ensures instant disaster recovery. It's the ultimate backup plan for your important business files.





## Complete your digital transformation

The Open Bee platform is tailored to your exact corporate needs.

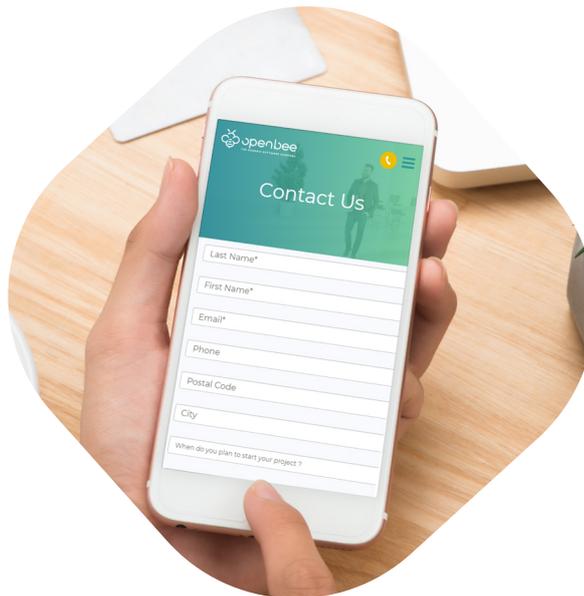
Open Bee offers seemingly endless possibilities. We designed the software with your work habits and business objectives in mind, so you can customize the system based on your preferences, your unique business processes, or even the volume of your documents.

<b>Record Management</b>	<b>Social Intranet</b>
Organize, track and store documents in the long term.	Leverage next-level information sharing for easy communication and collaboration.
<b>Secure Extranet Portal</b>	<b>Business Process Management</b>
Share documents in a secure, encrypted environment.	Simplify your daily tasks with customizable e-forms and automated workflows.
<b>Accounts payable</b>	<b>GDPR compliance</b>
Automate every phase of your vendor invoices processing.	Implement a data-centric security strategy, and manage effectively your GDPR compliance.





Let's get in touch  
We'd love to hear  
from you



For complete information on Open Bee products and solutions, please visit : [Ricoh.com.hk](http://Ricoh.com.hk)

Feel free to contact us for any question about our products and services !

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