

Document Management Solutions to empower your business!

Open Bee™

RICOH
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Your problem. Our solution.

PROBLEMS

Too much time and costs incurred on managing documents?

Having difficulty in retrieving information?

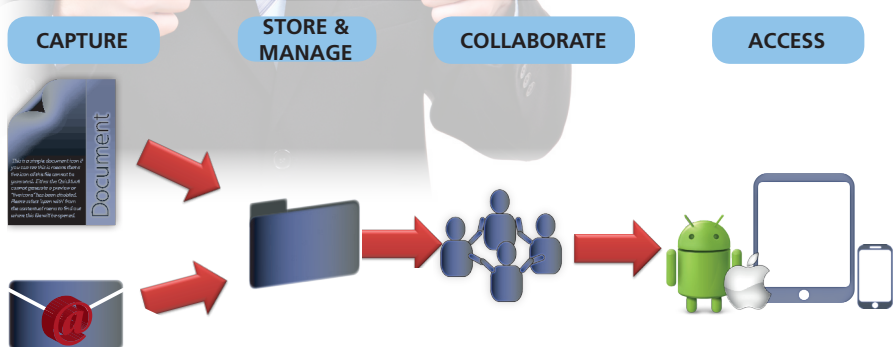
Information loss resulting from duplicated work?



SOLUTIONS

- File and archive all your office and paper documents in an organised and secured way.
- Search and retrieve documents in seconds from anytime, anywhere
- Managed workflows with notification of changes.

Open Bee™ is the solution!



What is Open Bee™ ?

Open Bee™ is a Web-based Document Management Solution (DMS) that allows you to manage documents and files originating from various sources and make them accessible to co-workers or dispersed staff, in a secured and user-friendly web-browser user interface.

Open Bee™ Solution Benefits

Work efficiency, time saving, cost reduction, mobility and scalability are some of the key benefits that Open Bee™ Portal can offer you. The functionality of the Open Bee™ solution is designed to make Capture, Storage, Management, Collaboration, Accessibility - Simple and effective.

CAPTURE



Easily integrate scanned paper documents, emails, images, electronic forms, spreadsheets, videos and more into your Open Bee™.

- Built-in scanning wizards electronically file all business paper documents (contracts, invoices, letters,...) directly from either Ricoh MFP's, control panel, workstation or through mobile device and convert them into searchable PDF for archiving
- Simple drag and drop to organise your emails



STORE & MANAGE



Make document management easy, efficient and affordable with Open Bee™ Portal DMS.

- Open Bee™ Portal supports any file type, including Word documents, Excel spreadsheets, Powerpoint presentations, PDF files, emails, CAD files, Quickbooks files, images and pictures
- Easily file and archive all your office paper documents. Your content is safe by controlling who sees, accesses and shares all your information
- Eliminate lost edits and wasted efforts with automated versioning



COLLABORATE



Open Bee™ Portal makes it simple to share files internally and externally.

- Invitation of contacts to edit, review and comment on your documents in real-time at the virtual workspace
- Users can subscribe and will be notified via email of edits to documents or changes of folders that they have subscribed to
- Easily run documents approval workflows among your organisation



ACCESS



From anywhere at anytime, get quick and convenient access to the business information you depend on.

- Documents to be retrieved in seconds with powerful search engine
- Provide unified content to your mobile employees, having access to the same information which is always up to date
- Sync documents from phones and wireless devices directly into OpenBee™ Portal for ease of access and sharing



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