



**The Software Solution :**  
**Works in ASP mode or you can install it just for you !**

The solutions we offer are focused on "efficiency improvement and ease of use".

MyeTeam is a virtual online space for specific individuals or groups to share information via the internet in a secure way.

This allows groups or individuals from different departments or organizations to access documents, minutes, agenda etc from a central store.

The interface is MS explorer "lookalike", with "smart folders" working allowing users to locate key documents easily.

Extended functions are available for users like the ability to upload and download documents to and from the portal, discussion forums, automatic email alters, etc.

Collaboration tools can greatly improve the efficiency of your business, allowing employees to work together more effectively and enhancing customer communications.

MyeTeam is the perfect solution for developing enterprise and departmental portals, compliance applications or replacing uncontrolled shared file drives.

MyeTeam's modularity and execution paths offer greater performance and scalability with a much lower cost of deployment.

**BENEFITS**

- \* Improves regulatory compliance and satisfies legal requirements
- \* Improves user productivity and information reuse
- \* Increases efficiency of collaborative processes
- \* Enables timely dissemination of information
- \* Save time finding and reusing information
- \* Help protect sensitive information
- \* Streamline collaborative document creation
- \* Helps secure business and vital records
- \* Author and publish content quickly
- \* Lower deployment and management costs
- \* Automate business processes
- \* Departments activity supported by ECM
- \* Journals and publications distribution
- \* Legal consolidation
- \* Product lifecycle management
- \* Logistics and documentation support
- \* Management, stockholders and stakeholders secured reporting environment
- \* Quality management
- \* Learning management
- \* Marketing communication
- \* Compliance and corporate governance



# Software Suite

## Features



### DOCUMENT MANAGEMENT

Easily and secure capture, manage and share electronic content across the organization. Significantly increase efficiency and productivity while reducing the costs associated with maintaining paper files.

- \* Document definition: Word, Excel, Powerpoint, text, pdf, images, video, audio, CadCal,....
- \* Version control
- \* On-line versioning in few clicks
- \* Document check-in and check-out
- \* Document and version based permission
- \* Simple, single word, advanced and full text search
- \* Printing overlay functions for structured communication and traceable stamping
- \* Upload function with multiple document upload and multiple folder, containing documents upload
- \* Zipp and download robot

### WORKFLOW

Enables automation of paper-heavy business processes including multi-step review, approval and distribution activities. Accelerate both simple and sophisticated collaboration on transaction-related business, documents and content.

- \* Sophisticated review, approval and distribution cycles of all types of documents
- \* Conversion of paper-heavy business processes into fastturn digital content
- \* Automated collaboration on key business content and documents
- \* Overall tractability of workflows in the frame of quality insurance

### SEARCH ENGINE

Provides full text and metadata based search capabilities

- Powerful search engines lets you find what you need in seconds
- \* Find documents by name, description, values or the content of the document itself
- \* For any search, use simple, intermediate or advanced specification of search criteria

### ADVANCED PROCESS AUTOMATION

- \* A specially designed engine can turn the most complex document routing into a very efficient and traceable workflow, including complex rules
- \* Web server based installation but also with extended Online and off-line portal clients
- \* Engine for dedicated and database linked metadata creation for even more efficiency in filing and structured collaboration on portal content

### COLLABORATION

Supports employee collaboration through easy-to-use document routing and document flow capabilities that help speed content development and enhance project management.

- \* Easily automates document routing and approval through both basic and multi-steps business workflows
- \* Automatic email notification of content additions and modifications
- \* Wikis and blogs (forum) for team collaboration and group messaging
- \* Enables shared calendar with meeting registration management
- \* Advanced database functionality with ease of use wizard for Business process document management (RFC database; BPM database; Tasks list; ...) and table export to Excel
- \* Advanced inquiry tool with ease of use wizard for structured information handling
- \* Word-like editor for extended html capability
- \* RSS feed compatibility

### ADVANCED PORTAL ORGANIZATION

- \* Structure based on tree view
- \* Standard copy paste and link features
- \* Design functions for ease of use
- \* Help on line wizard
- \* Template creation for working place and database objects
- \* Unlimited Working place creation
- \* Unlimited sub working place creation

### WEB CONTENT PUBLISHING

Supports rapid dissemination of information on company intranets or extranets

- \* Automates the publishing of documents and content to internal or intra company public portals

### SECURE and GLOBAL ACCESS

Allow secure 24/7 access from any MS explorer compatible browser, anywhere in the world

- \* Ensures that all team members have web-based access to the latest, approved versions of content
- \* You choose how to secure your content-provides for both registered user and guest access (authenticated)
- \* Permission based access control to all content
- \* Controls the availability of content and allows different groups of users to see specific content-all at the same secured web location
- \* Password management and password access parameters
- \* Author document properties
- \* SSL encryption
- \* Digital Rights Management (DRM) and Information Rights Management: who did what, when and was it allowed!