



OfficePoint

The central location of your content management
Increase your efficiency and make data-driven
business decisions

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 **asee**
by assecO

Streamline your business content management with enhanced **simplicity, speed, and security.**

Standardise the business processes connected with the life cycle of all documents received or created within your organisation.

Reduce expenses caused by the system inertia and increase productivity.

Enjoy a more efficient records management which minimises the need for a circulation of printed documents.



End-to-end content management **made easy**

Content entering the organization

digitise, distribute electronically, physically keep only what is necessary, destroy immediately what you do not need.

Outgoing content

create everything digitally, print and distribute physically only what is necessary, store smart – everything in digital form, printed only if necessary.

Why **OfficePoint**?

- **Receiving documents in a central location** via an intuitive user interface
- **A simple, quick and customizable search** by all entered data and contents
- **Collaboration** of multiple users at the same time on a document with the possibility of version tracking
- **Access** to and work on documents from any location
- **Timely information** on each change to the document or file
- Independent definition of **additional metadata** to link to external system codebooks
- Supports **document scanning and OCR** as well as automatic joining to a document
- Faster and easier documentation management owing to **bar code labelling**
- Compliant with the **ISO 15489 standards**



Optimize and **digitize processes**

- ✓ Outgoing mail
- ✓ Administrative procedures
- ✓ Incoming mail and documents
- ✓ Digital archives
- ✓ Documents and records
- ✓ Shipments
- ✓ Physical archives
- ✓ Documentation flow

Enhance the processing and distribution of content and boost your efficiency

Streamline the processing and distribution of all business contents to minimize time requirements. Create output documents from templates with pre-filled fields. Where necessary, collaborate with your colleagues on the same document at the same time. Do not worry about errors as each previous version of the document is available to you.

Set up a secure central location for all your business information

Ensure the preservation of vital business contents to mitigate the risk of loss and protect the continuity of operations. The elaborate access rights system will ensure that the information is available only to authorised individuals.

Automate harmonization with the laws, regulations and best practices

Owing to automation, you do not need to worry about laws and regulations on records keeping and their timely extraction or keeping all of the legally required books. Reports on the status of all files, deadlines, overview of tasks by employees and organisational units, and report on the general business activities of the organisation are available to you at all times.

Meet all specific business needs of your organisation

OfficePoint is a modular platform that adapts to the specificities of your business as much as possible. Seamless integration is achievable with any existing technology, including specialized applications, ERP systems, BMPs, or DMS systems.



Powerful bonus features



OfficePoint public portal

Ensure the transparency of your business activities. Enable citizens and business entities to read their open files. Enable accessibility to administrative procedure decisions, received appeals, information on document dispatch, and confirmation of receipt by other relevant entities.

OfficePoint API

Use the desired advantages and functionalities of the platform, access them via your existing applications.



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