



بي هايف

Document Management System نظام اداره الوثائق

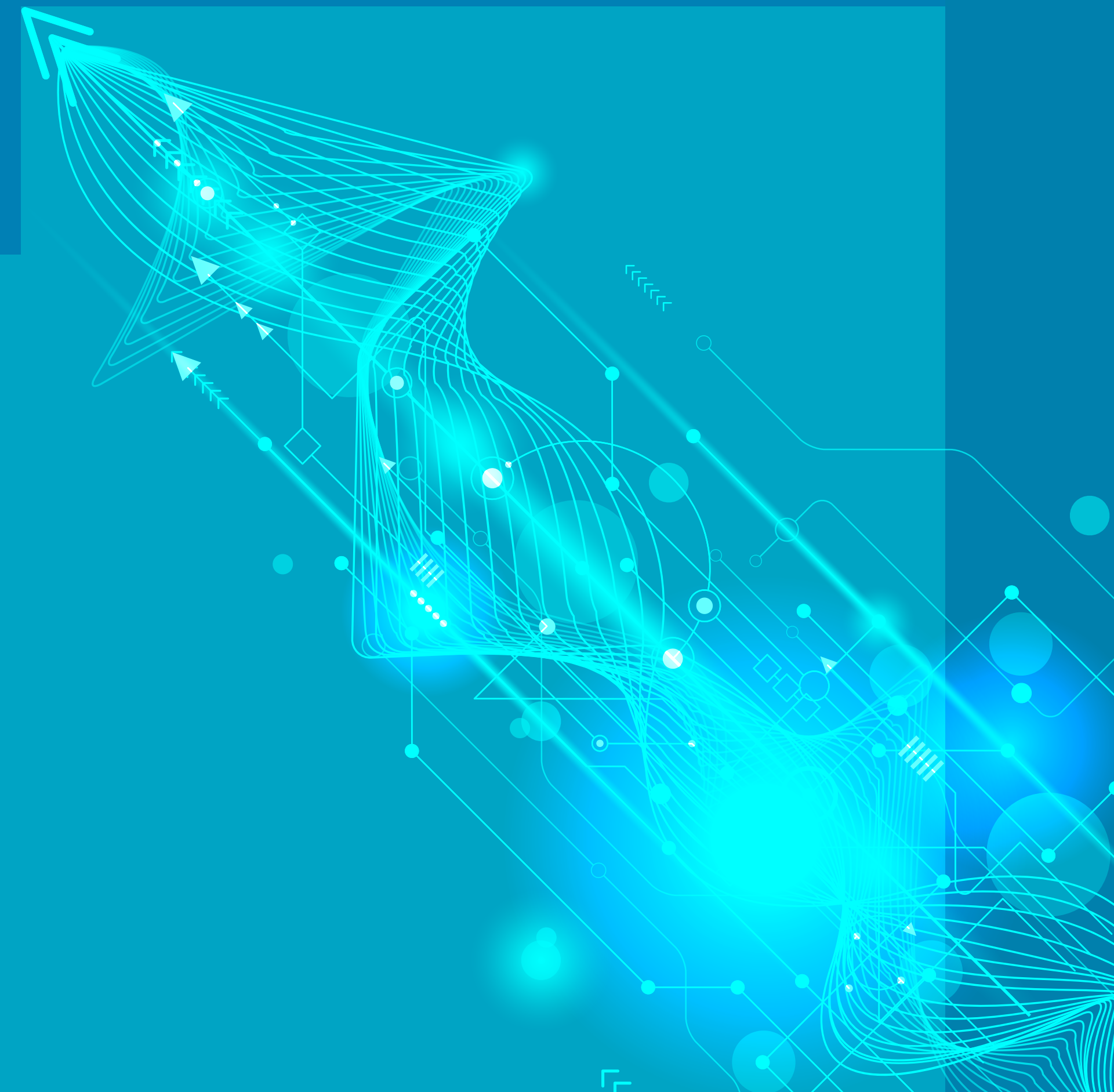


# Why Beehive

The development of technology helped the emergence of the concept of electronic work, which includes the abandonment of paper and the use of technology to accomplish various tasks.

The software house provides the integrated Beehive system, which includes all software applications that secure the transition to paperless work within a short period.

Beehive is a multi-use system that can be relied upon in all administrative and office work that helps in the transition to an electronic work environment. The Arabic language was supported in particular and special care was given to it





# Beehive System Provides The Following Functions



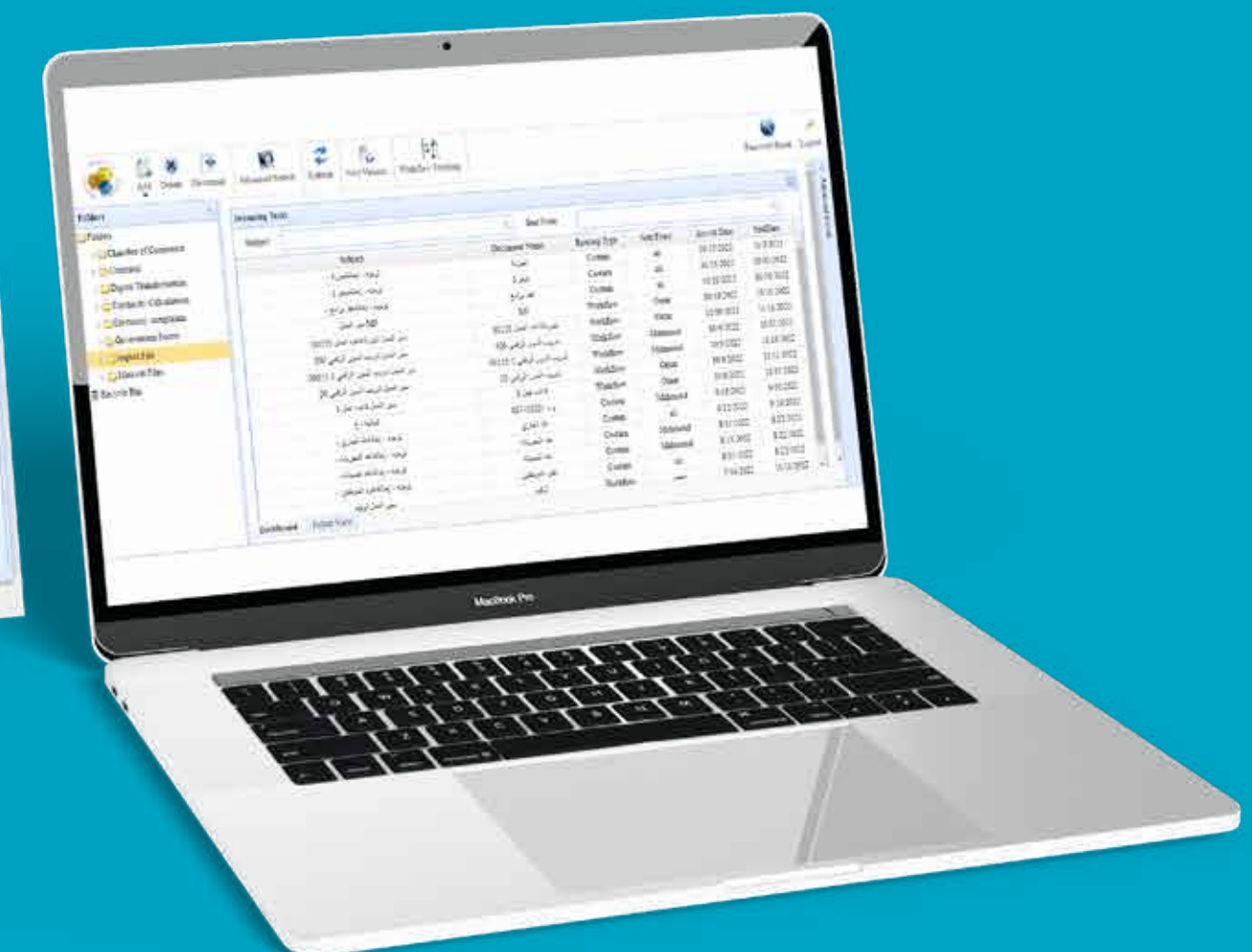
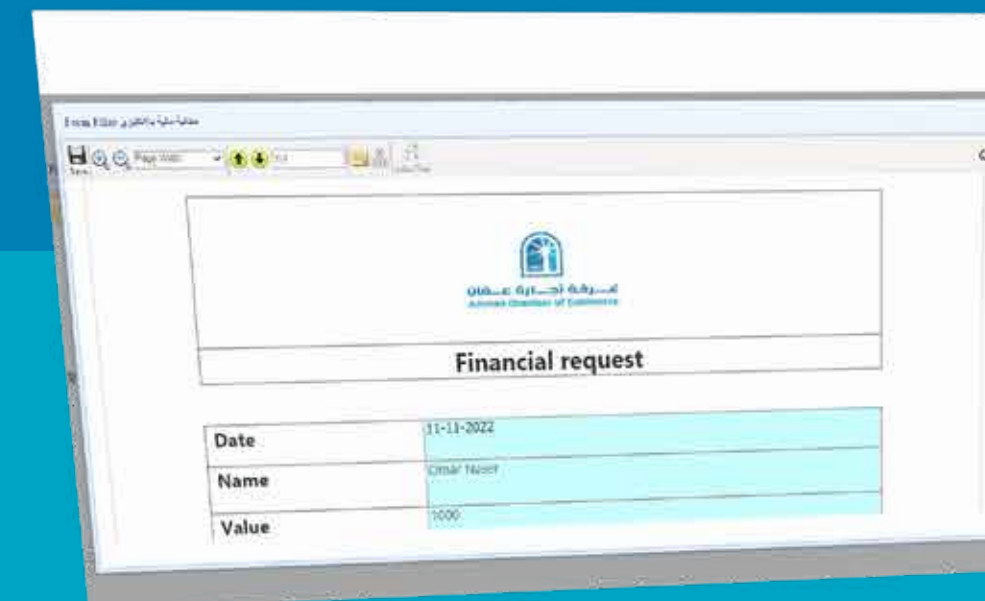
# Document Management System (DMS)

It serves as a central system for keeping files and documents, also track any changes and modifications to them, there are many features that are within the confidentiality of the work and within an easy-to-use interface similar so that the user can create and edit the documents he needs.

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Dealing with old papers by archiving them and converting them to electronic files using scanning

- Arabic and English language support
- Support version of documents
- Support document reservation (Check In / Out)
- Marking PDF/Image documents directly and they are in electronic form without printing them
- Different permissions at the level of folders/documents
- Ability to create an unlimited number of folders and for any level.
- Ability of creating any kind of indexes (text, number, date, defined list, checkbox, linking with other systems, serial number)
- Search that ensures quick access to information in the system
- Image processing during scanning





# Form Designer



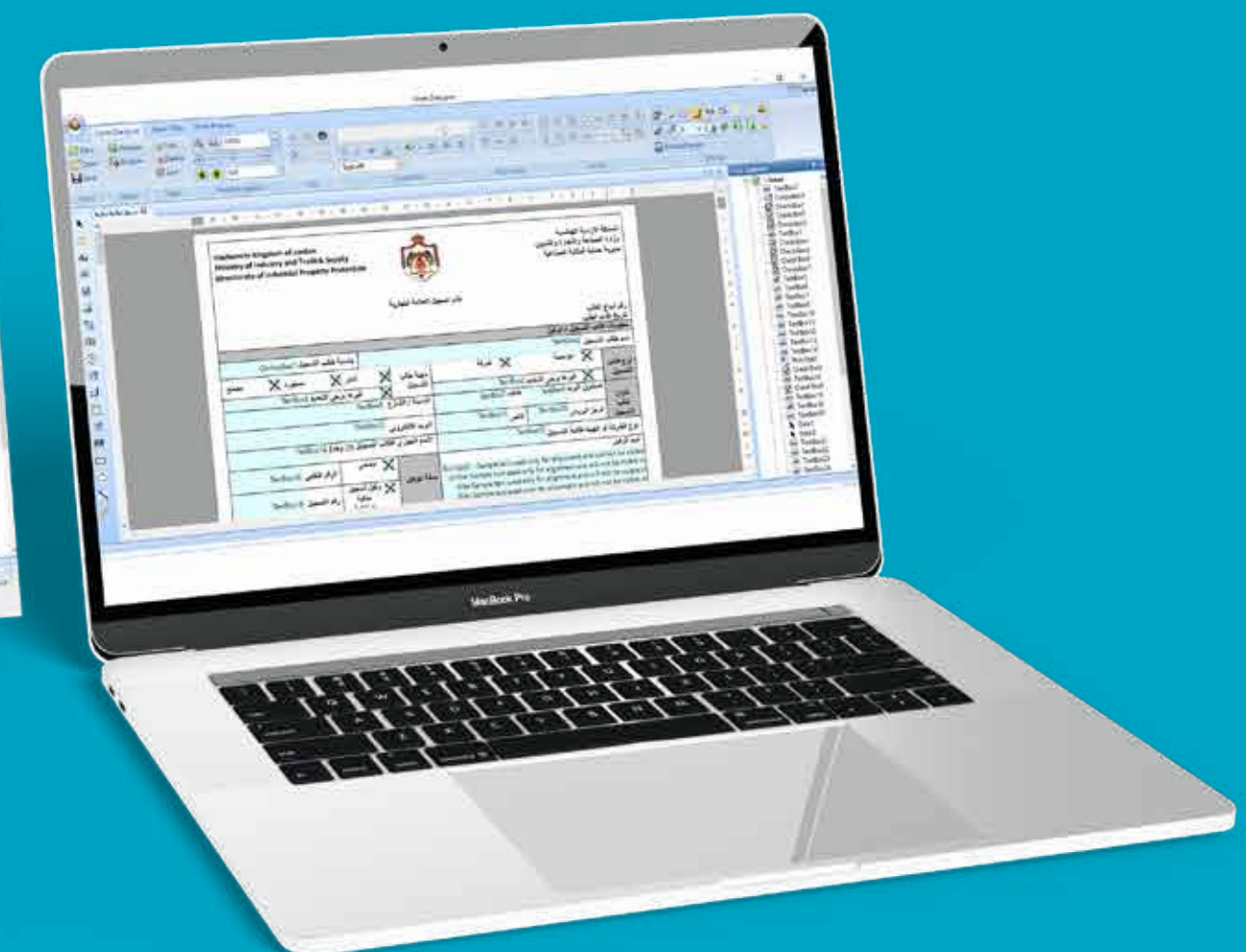
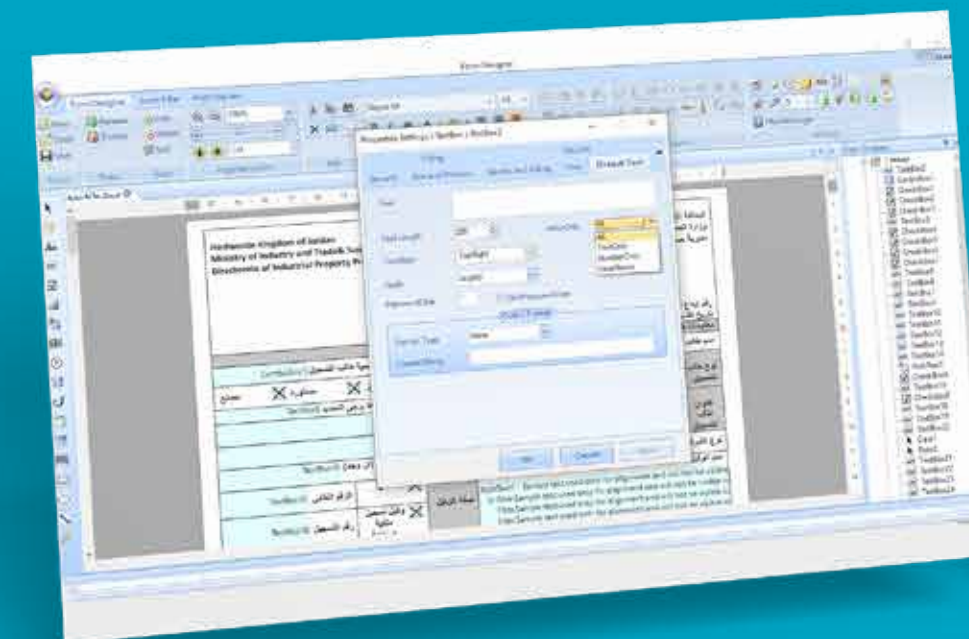
Forms means a blank paper or document in a specific shape and design that is used in daily work. Forms means a blank paper document or document in a specific shape and design that is used in daily work.

These forms as long as they are on paper, the meaning of that manual work, the difficulty of accessing information and many other problems

These paper forms are converted into electronic forms that are used through the web or mobile using the form designer

## Benefits of switching to electronic forms:

- Ease of switching to the concept of paperless work (no need to archive)
- Digitizing all paper forms without programming (with the same design 100%)
- All data are searchable (Arabic & English, search with 100% accuracy)
- All data is available to the decision maker and any strategic studies
- Filling in web & tablet forms by users
- Support for ISO formats
- Saving time and eliminating entry errors and manual work for the user
- Reduce paper and printer costs



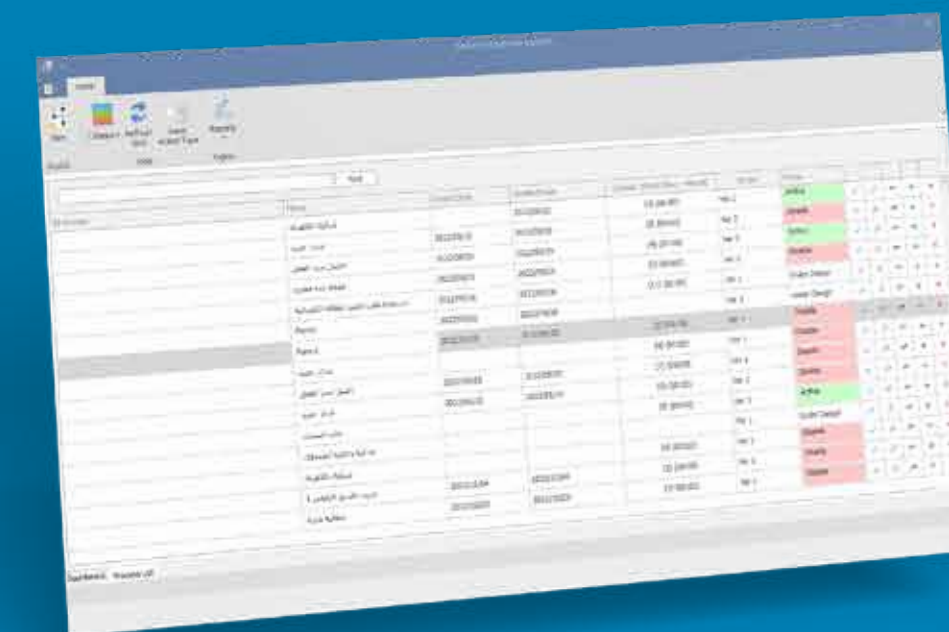
# Business Process

Process designer is a tool that allows you to draw any procedure in a graphical form and set parameters and laws, thus turning manual work into automated and documented work.

Any service that is provided is the result of the implementation of a set of procedures within this facility by the employees, which ultimately leads to the provision of a service specific to the facility. And the work procedures in it are the “secret of the profession” as it shapes the nature of activities and how they are implemented

## General Specifications :

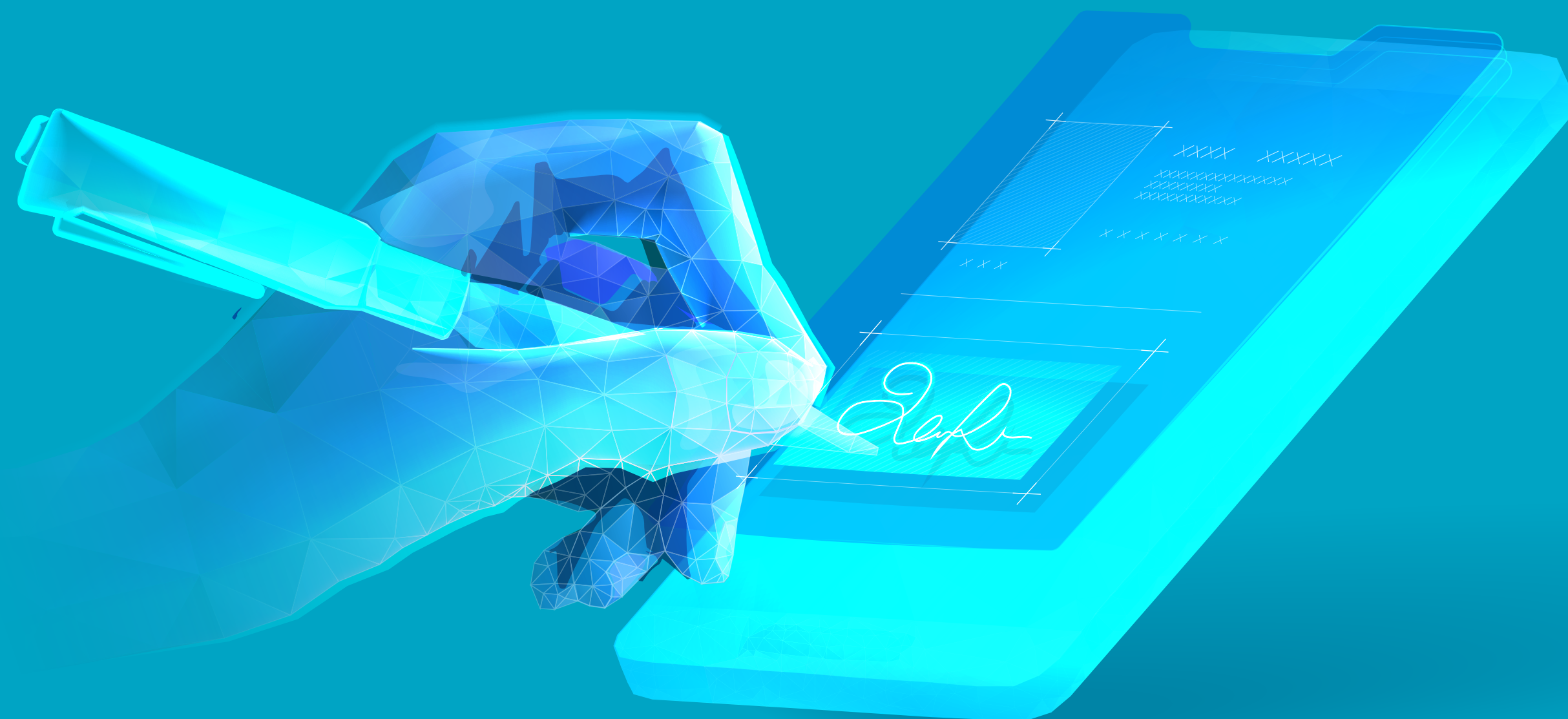
- Graphical Operations Designer.
- Tasks , Sub-process
- A set of gates that distribute tasks with different starting conditions
- Number of events
- Email messages outside the system carry specific actions
- Reports the performance of any operation and any deviation in implementation
- Escalation (raising the matter to the higher administration) Escalation





# Sign on Tablet

1. Beehive system is the ideal solution for digitizing papers and converting all work from using papers to an electronic system, in addition to using advanced technologies in Signing electronic documents is as easy as signing on paper
2. Digital transformation requires the use of advanced technologies that help simulate daily jobs in an easy and smooth manner and without any complexity, This includes many sectors Governmental, telecommunications, industrial and service.....etc
3. Beehive system guaranty the transition from paper work to electronic work 100% using Any tablet device, regardless of its type, can be used to sign using Pen ( Stylus) or the index finger
4. Flexibility and ease of use have been taken into account, taking into account the different age groups of users



# Sign on Tablet

1

The screenshot shows a tablet screen with a 'Form Filler' application. The main form is titled 'Financial request' and contains a table with the following data:

Date	11-11-2022
Name	Omar Naser
Value	1000
Statement (Explanation)	Laptop + Printer
Email	

A 'Request Signature' dialog box is open over the form. The dialog box has a title bar 'Request Signature' and a close button. It contains an information icon, the text 'Request Signature ..', and three buttons: 'Request Sign', 'Save Sign', and 'Cancel'.

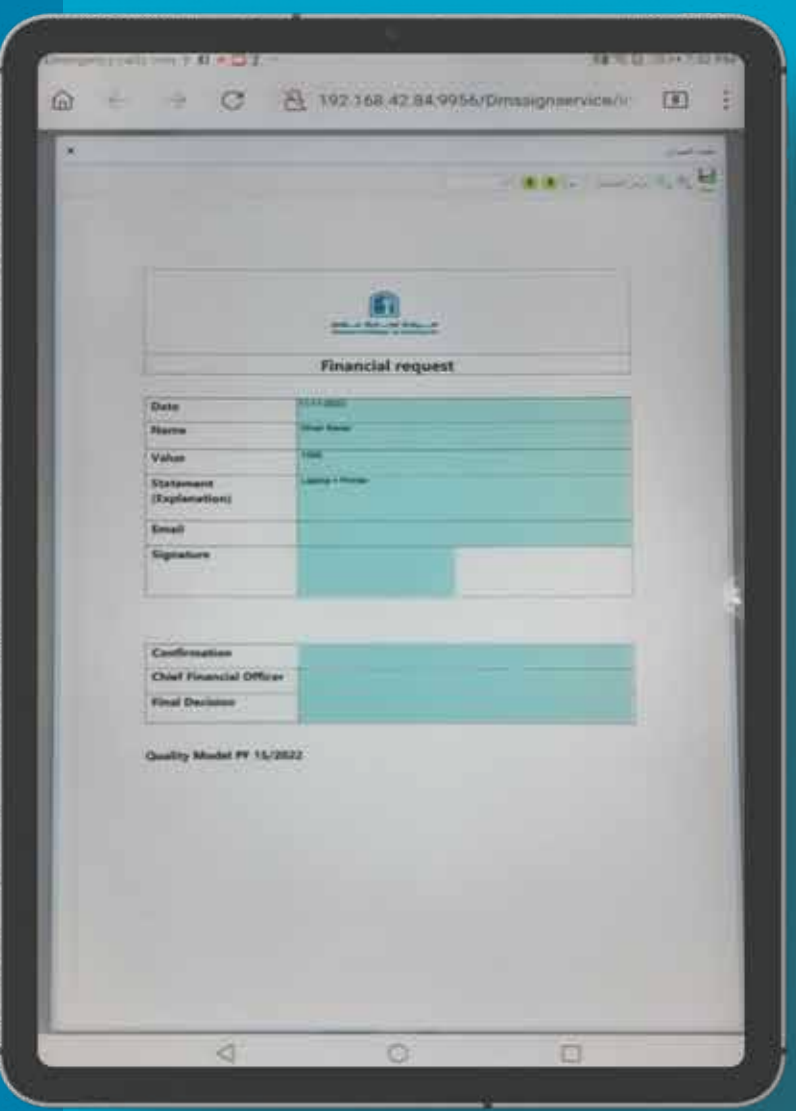
2

The screenshot shows the same tablet screen as in step 1. The 'Request Signature' dialog box is still open, but the text 'Request Signature ..' has been replaced by 'Please wait ..' and a loading spinner. The buttons 'Request Sign', 'Save Sign', and 'Cancel' remain visible.

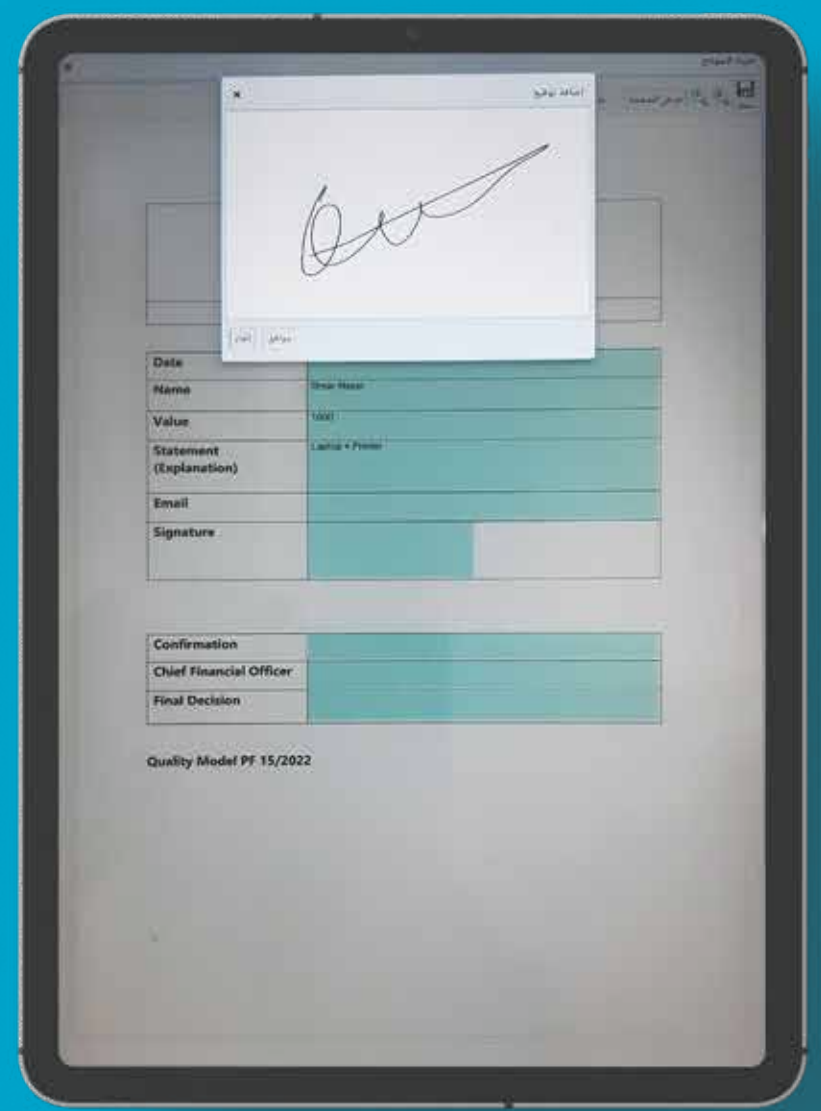


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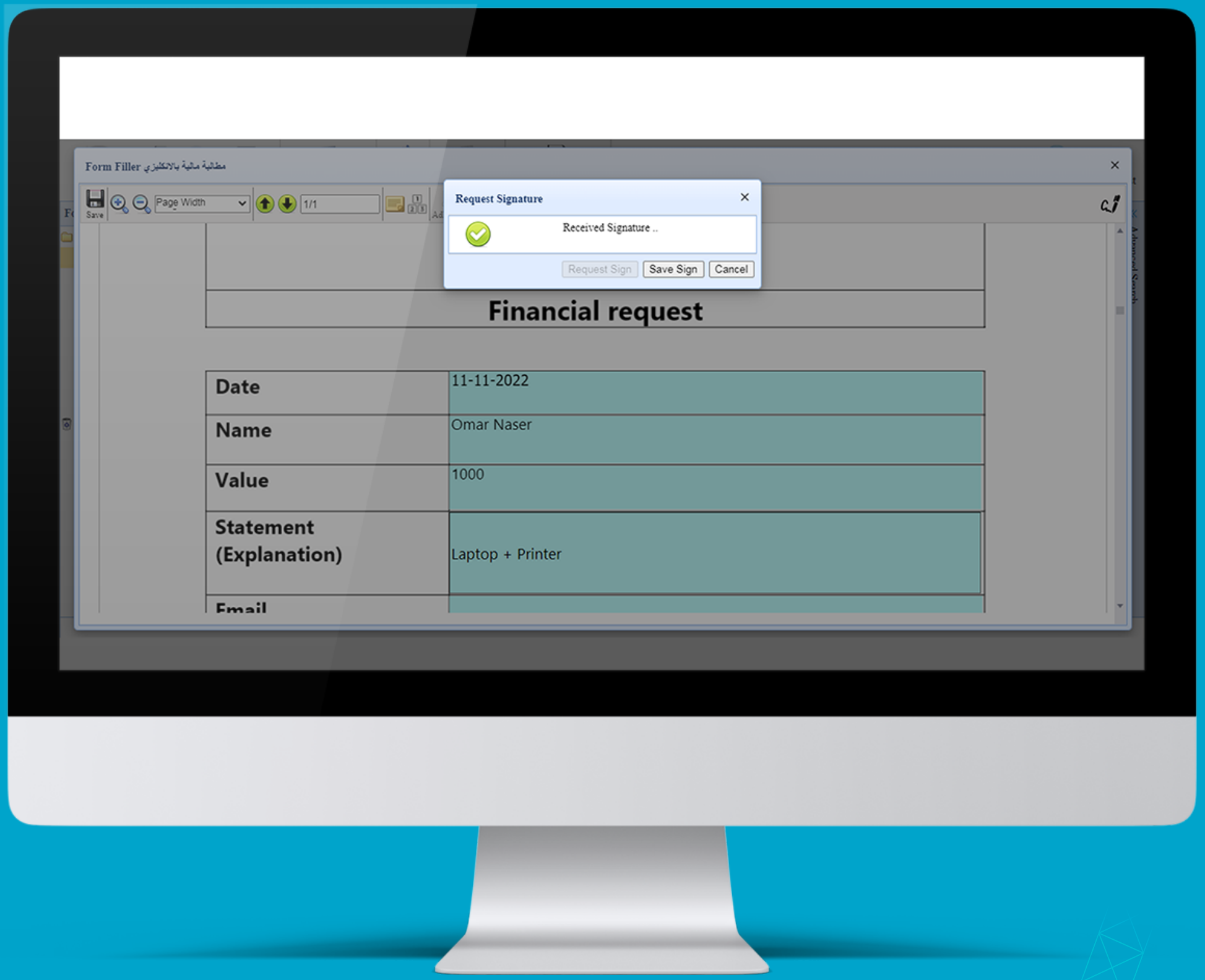
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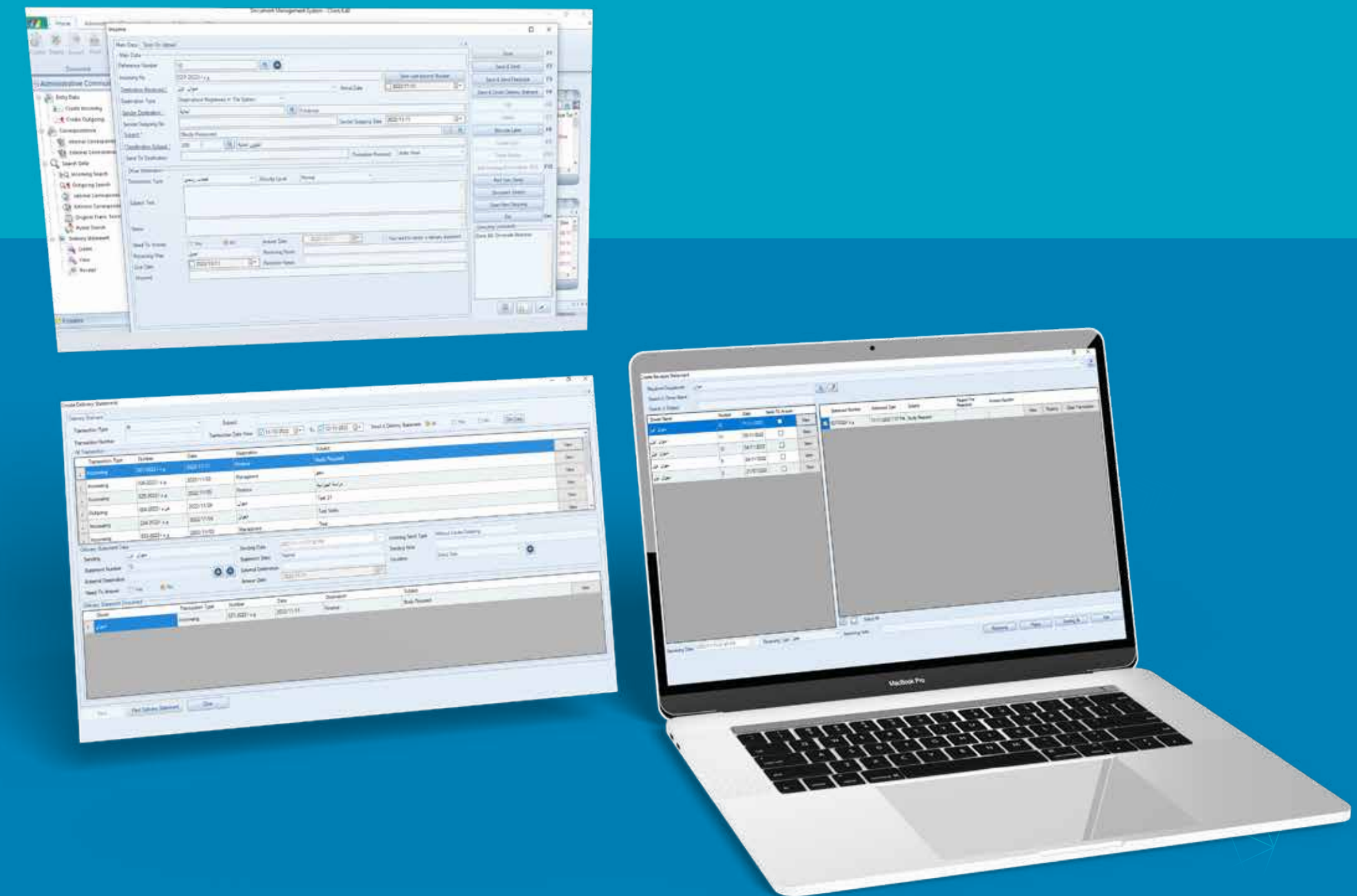


# Correspondence (Diwan)

The Diwan system represents the mail room in the companies. It is the system responsible for the official communication between departments and employees within the facility to exchange and transfer documents (mail distribution), and it is also the point of communication with the outside world of the facility.

## General Specifications :

- Possibility to create incoming and outgoing
- Possibility of determining the original and attachments , also determining the confidentiality of each document.
- Link related transactions and close outgoing or incoming transactions.
- Possibility to create more than one diwan
- Each Diwan has its own information independently of the others
- The system of routing is subject to the organizational structure of the facility horizontally and vertically, with the authority to bypass it.
- The exchange of documents between the various Diwans through the delivery statement
- Possibility to follow up on all routing and statements
- Reports to employees and performance



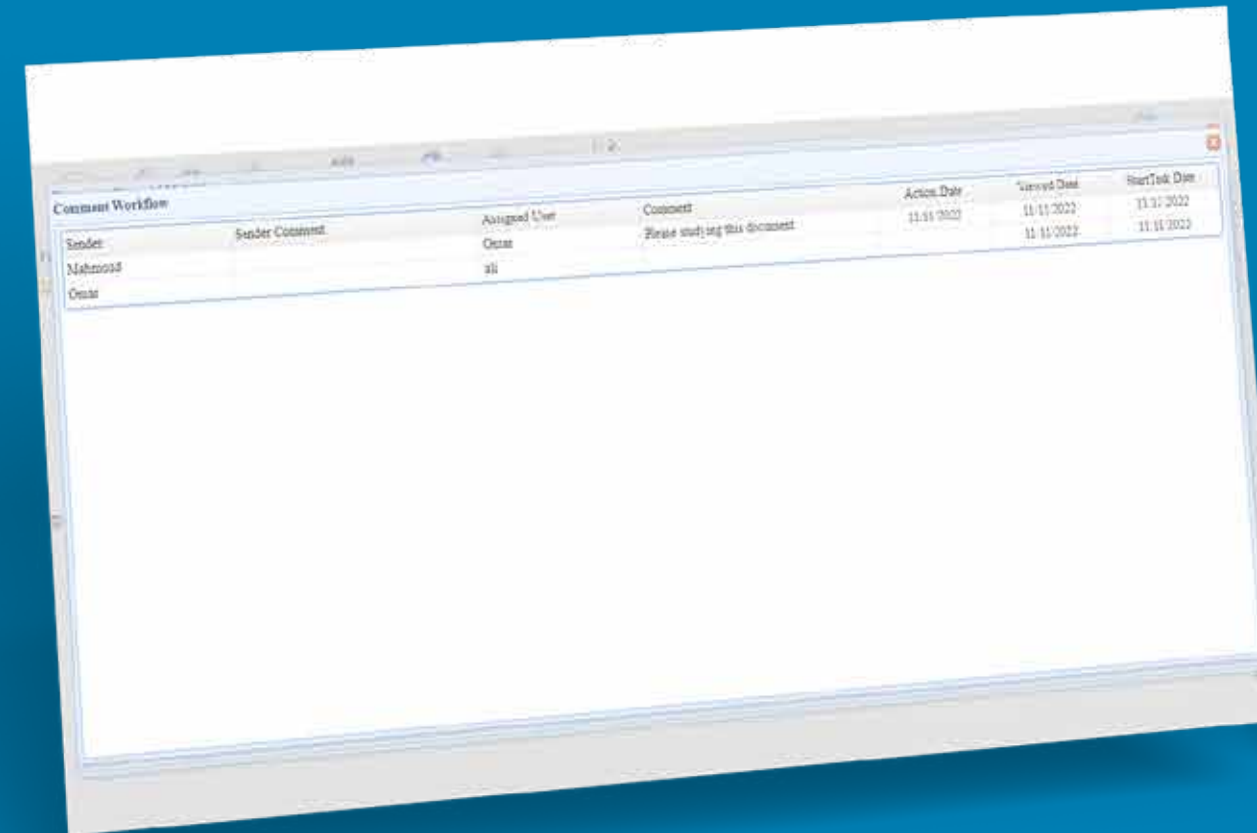


# Routing

Routing is a system for exchanging documents but within the rule of the management structure of the organization, and exceptions can be added Routing gives Workflow features

## General Specifications :

- The routing process is subject to the organization's structure horizontally and vertically and can be bypassed.
- Can be directed to more than one department / person (in parallel) at the same time
- Alert by e-mail if there is a task for the user.
- Automatically transfer tasks to another person in case he is absent.

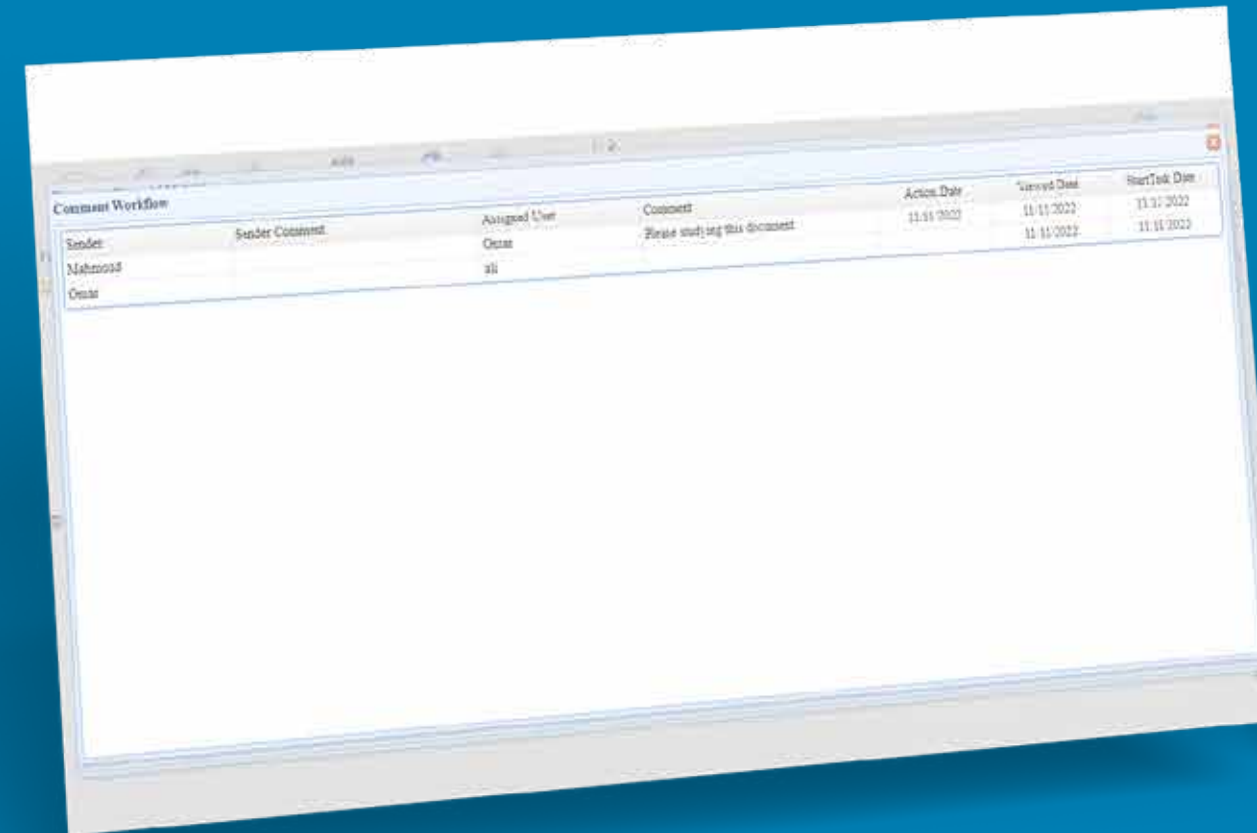


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# Office Integration

Integration with Microsoft Office includes (Outlook / Word / Excel), through Office it is possible to implement many functions directly

- Upload files and place indexing fields
- Quick search through one of the indexing fields
- Custom search (search within more than one indexing criterion at the same time)
- Delete and restore files
- Receiving tasks (Workflow tasks) in the form of e-Forms or PDF files and accomplishing the required
- Follow up on my work and know what has been done on the tasks sent by both parties
- Create a workflow from existing or created documents
- Marks and comments on the level of PDF files are part of the file and arranged within the sequence of what was done

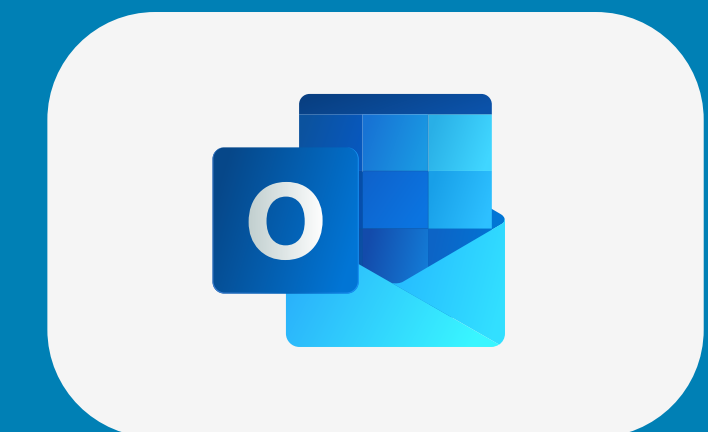
Some functions specific to Outlook only (Outlook supports saving emails with indexing fields)



**microsoft word**



**microsoft excel**



**microsoft outlook**



Amman - Arajan, Al-Deyaa Center, 5th Block, 2nd Floor  
عمان - عرجان، مركز الضياء التجاري، بلوك رقم 5، الطابق 2  
[www.softwarehouse.com.jo](http://www.softwarehouse.com.jo)

MOB :+962 79 705 4545 | Tel.: +962 6 568 2426 | Fax.: +962 6 568 2426

P.O. Box: 925845 Al-Abdali 11190 Amman , Jordan

E-mail: [omar@softwarehouse.com.jo](mailto:omar@softwarehouse.com.jo)

