



Manage your documents
and collaborate more efficiently

Propheo simplifies collaboration in your organization

Do you wish you could be more organized and publish information efficiently?

1 - Why does Propheo promotes collaboration ?

You want to work in teams and share information easily. Most often this is done by e-mail exchanges, but this technique has its limitations. It is difficult to draft a document with others, to trace its history and even to ensure its confidentiality and security.

- Propheo is a complete virtual office where you can manage your emails, your documents, contacts and calendar. Through a single user friendly interface, and accessible via the Internet securely, Propheo promotes teamwork by providing a common collaborative space where your information is centralized. In addition, integration with MS-Office allows you to keep working exactly as you are used to.

2 - How does Propheo ensure the safety and compliance of your documents?

Many documents are sent internally or outside of the organization and it is often difficult to control these flows. Where is the latest version of the document? By whom and when has he been sent? Who has the right to change it?

- Propheo is the solution to all these questions. We are specialized in electronic documents management. Propheo provides a multitude of tools for improved document management. For example, you can trace the different versions of a document and open them with a simple click of the mouse.

3 - How does Propheo help prepare your monthly meetings, general assembly and annual board meeting?

Preparing meetings often poses problems because the secretary must ensure that all committee members have received and approved the documents relating to the meeting (agenda, minutes of committees, minutes, ...). This requires a lot of interaction, usually by email This can be a source of errors related to wrong version document or an oversight by the recipient.

- Propheo accelerates the production of your documents with a template database such as the agendas and minutes. You can send your documents to a group of people and ensure that all members of this group have read and approved the document. Propheo facilitates the organization of your meetings by allowing you to attach documents to your emails. Automated processing can be implemented such as PDF conversion, e-mails such as summonses, appeals for votes ...

4 - How does Propheo save you time in managing your publications?

Before you publish information internally or on a website, it must have been validated by the members executive. This can quickly become a complicated task when many emails are exchanged and the documents keep being modified.

- Propheo lets you set up mailing lists. The members of this list are alerted automatically when they should perform actions such as editing, proofreading, approving, etc.). Each action is stored and you will be able to publish your document only when all the members have approved it. In order to save you time in your decision making process, Propheo can even let you implement electronic voting.

5 - How does Propheo help you publish your news releases?

You would like to easily send information by email to your members. The membership list increases often and would like a list of those who have read your statement.

- The list of members is centralized and can be updated by authorized persons. Propheo gives you the ability to automate certain tasks such as sending information to members, or renewing expired subscriptions.

Propheo improves internal communication and allows you to focus on the goal at heart.