



Herbst FBI.net

Information and Knowledge
Management Solution



HerbstFBI.net Business

HerbstFBI.net is a unique information and knowledge management solution that can simplify and organise your information and documents. The whole information infrastructure of the company can be based on *HerbstFBI.net*. *HerbstFBI.net* offers you and your employees the ability to communicate and have complete access to important information at all times anywhere they are.

FBI.net can function as **company documents achieve**. You can share this archive in the Internet or in your local company network. Record quotations, contracts, invoices and agreements as they are made. Sensitive information can be protected by passwords and only several people have an access to it. Also, *HerbstFBI.net* uses the secure Internet connection, so your important documents will be safe. The information cannot be lost because of such features as user privileges, Recycle bin and version support. So, if the folder was deleted or the information was changed by mistake, it can be restored. Every user can have their privileges that describe the user work with all folders. You can set, if the user can read, edit folders, create subfolders, work with attachments, etc.

Documents for discussing by employees can be available to everyone and is not protected by passwords. Company strategies, news, employment contracts, safety statements, price lists, company policy documents and rules can be available to certain groups of employees. You can share any file type of files drawing, .pdf files and indeed programs – they can be attached to a folder.

Also, use *HerbstFBI.net* as **post-box for partners**. A vital part of a company's competitive strategy is ensuring on-going good customer and supplier relationships. *HerbstFBI.net* encourages interaction with clients in a secure. Several partners can correspond with each other. Suppliers and customers can exchange orders and invoices. Notification of folder changing may be send to you and your partners. So, if your partner leaves the important information, you will be immediately noticed. This post-box is free from spam, you can see only the messages from people important to you. You can access your folders not only by computer, but also by any mobile device.

You can create a **virtual information “building”** that is structured similar to your typical office. Each office has their own particular rooms where users will only need a key to access certain areas.

HerbstFBI.net is an ideal way to allow employees to work from home without requiring dial-in access. It is a secure way for individuals to access important information and communicate easily with other colleagues in a different location.

HerbstFBI.net allows international teams to work together. Information can be shared quickly and easily. The advantage of using *HerbstFBI.net* is it will allow teams to share any type or size of file.

You can create special folders and use *HerbstFBI.net* as **post-box for employees**. Employees can correspond with each other and with managers. Create special folders for proposals, for feedback, activity logs. If users have to create folders with similar layout, they can use folder templates; it mean when you create a new folder, it already will include a predefined text, background image and formatting. Employees can keep a business diary, writing the results of meetings. Manager can write tasks for an employee in the task folder.

HerbstFBI.net can function as **your instant web site**. For example, you can inform customers and distributors about a product. Customers and distributors can have the different privileges and have access only to the necessary folders. They can only read information in folders. The sales manager will have more privileges then customers and

easily edit price lists, product characteristics and manuals. So, there always actual information for customers. The search facility and tree structure will help a customer to find the necessary information quickly.

You can **keep the current and analysis company information in *HerbstFBI.net***. Company staff can begin collect and systemise information that they can potentially use in their work. That's can be sales information (objections, processes prospecting - call - proposal - close), competitor information. Use the spreadsheet folders for calculating business plans, sales forecasts, financial reports, or anything else you need. Keep track of all your correspondence with customers and suppliers. Anyone within your company can now access and utilise this resource – if you want them to.



FBI.net useful in a variety of settings:

- ✓ FBI.net for distributed team
- ✓ FBI.net for outsourcing company
- ✓ FBI.net support centre