



Document Management

Powered by Artificial Intelligence (AI)



Packed with Great Features & Unlimited Users

Get Started

Dashboard

At a glance, see what's happening in your business through our graphical dashboard powered by Artificial Intelligence.



Office Communication

Start a private chat with any staff member and collaborate easily on projects.



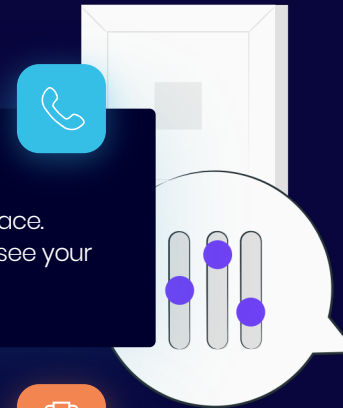
Contact Center

Manage all your customers in one place. Easily link contacts to accounts and see your sales pipe line.



Personal & Department Tasks

Create personal task boards for yourself or colleagues & set reminders.





01.

Document File Manager

Upload and access all your documents in our intuitive easy to use file manager. Search for any document using key index information extracted by our Artificial Intelligence engine. Give access to folders and manage the permission to view, email or download the document.

03.

Form Builder

Get rid of the paper and create forms using our simple form builder. Make easy to use forms like Purchase Orders, Leave Forms etc

02.

Personal & Department Calendar

See an eagle view of reminders, tasks & projects assigned to yourself and colleagues in your department. Find out if a birthday or wedding anniversary is coming up.

04.

Version Control

A powerful automatic revision tool to help you keep the latest copy of your file available, and access to all old versions.

Download Our Capture App



Become Paperless and Streamlined – Data is captured in seconds and a copy of the original receipt is also captured and transferred to your file manager. No more collecting paper receipts and wasting time. Become paperless overnight.

Free up Time – Remove error-prone, time consuming manual data entry. Become more efficient and devote time to more high value work.

Gain Control – Increase visibility of expense management data and use extracted data to assist with fraud detection.

Plans

All Features & Unlimited Users All Included

Only pay for use of our AI Engine & Digital Workflow requirements. All products are billed annually.

5 Users



6 Months Free

Major Features Included

- Document Management
- Standard Business Organiser
- User Management
- Version Control
- Department Management
- Task Board
- Calendar
- Chat
- Customer Management (CRM)
- Advanced File Search
- Email Send
- Auditing Logs
- *3000 Documents Annually
- *AI Optional
- *Forms Optional
- *Project Management Optional
- *Charges apply for Support
- *Annual Renewal Fees Apply
- Easy Installation Guide
- T&C's Apply

Unlimited Users



Office Vault + AI

AI Data Capture |

All Features Included

- Document Management
- Standard Business Organiser
- User Management
- Version Control
- Department Management
- Task Board
- Calendar
- Chat
- Customer Management (CRM)
- Advanced File Search
- Email Capture & Send
- Sync Folder Capture
- Project Management
- Auditing Logs
- Email Support
- Artificial Intelligence Engine
- Machine Learning
- *Digital Workflow
- *Choose AI Workflows
- *Mandatory Professional Services Required

Unlimited Users



AI & Digital Workflow

AI Data Capture |

All Features Included

- Document Management
- Standard Business Organiser
- User Management
- Version Control
- Department Management
- Task Board
- Calendar
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- Customer Management (CRM)
- Advanced File Search
- Email Capture & Send
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- Machine Learning
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The Next Generation Automated Data Entry Software

Office Vault provides technology powered by artificial intelligence, that automatically captures data from documents, whether they are scanned, photographed or digital.

OCR – but not as you know it



Powered by artificial intelligence (AI) and machine learning, Office Vault constantly learns with every document processed – enabling automated data extraction from any number of document designs in dozens of languages. So unlike traditional 'Optical Character Recognition' (OCR) engines, no templates are required – just set and forget.

Improve Accuracy



No error-prone manual data entry, simply let Office Vault capture the data you want and deliver it how you want it in seconds. Plus data matching tools provide extra validation. Improve visibility and control over your process – whether it is accounts payable, expense management, proof of purchase or more.

Save Money



Improve productivity and job satisfaction with staff focussing on higher-value work. Remove the costs of data entry or complex and expensive electronic data interchange (EDI) and combine with cost-effective per document pricing for a super quick ROI. Simple setup with no template configuration. Remove manual data entry and become paperless – no more chasing paper documents around the office or filing and retrieving paper.

Work Smarter



Streamline processes, spend time on what is important and make decisions quicker with real time reporting and tracking. Mine existing documents and bring Big Data to life in your organisation. Perfect for high volume documents like invoices, receipts and complex documents such as contracts.





Is Your Business **Popi** Compliant?

How we manage and secure information has however changed over the ages, and in the modern business world where technology is a necessity to remain competitive, the way in which we handle critical data has evolved alongside it.



Why is it important for businesses?

The way we live is becoming more digital. Our personal information is no longer only in our ID Books and papers kept in a safe. Our core communication, banking and shopping can now be done on digital platforms. Therefore, as businesses, it is important that they keep their client's information protected by law. Above privacy issues, POPI also helps protect us from cybercrime and unsolicited communication via email, telephone or text.



What does the POPI compliance actually entail?

The POPI act is an incredibly complex and multi-layered set of regulations that ensure that all the information a person hands over to another party is handled with care and not used for malicious purposes. The punishment for not adhering to the Act isn't simply a slap on the wrist, but could, in the worst-case scenario, result in imprisonment of between 10 to 12 years. Here are some of the core elements of POPI compliance: - Collecting and storage of data needed for a specific business function; - Restricted access to stored personal data; - The personal information on hand should be of the best quality; - The subject should be able to see their data upon request.



The pressure is on IT managers to ensure compliance

The management of data is a time-consuming and costly task, especially for small businesses with restricted budgets. While for many large corporations that handle an abundance of personal data, such as banks and financial institutions, storing and managing data onsite is the most viable solution. They can afford the physical hardware and the resources and manpower to maintain the information networks, therefore making it much easier to keep up with new regulations. However, the picture looks completely different for smaller businesses with limited budgets and resources to manage their data. The POPI Act will see many businesses, that don't have proper measures in place to secure data, slapped with heavy fines, and possibly an even more severe punishment. For those in charge of managing data, this drastically increases the pressure to explore any and all avenues to ensure POPI compliance.



AI – How It Works

Where OCR meets AI

Office Vault is OCR but not as you know it. It's more! Traditional data entry automation software focuses on the use of optical character recognition (OCR) as the centre piece of data extraction. This often requires experts to manually create layout templates and rules outlining the data extraction patterns for each different document design processed. Office Vault's artificial intelligence (AI) engine is technologically light years ahead. Setup is simple with no templates required. By looking at and understanding language, document types, context and the finest details of how various documents are structured, Office Vault's engine autonomously builds a deep understanding of your documents and the data within them. It's a "set and forget" engine as it will self-learn new document designs without the need for new templates.

While the engine is sensitive enough to read low resolution scans and non-original documents, if there isn't a 100% match the document is escalated for you to validate the data extracted – and through machine learning the engine learns from your validation. Office Vault will simplify the way you deal with data. It removes the need for manual data entry and the need to build and maintain complex electronic data interchanges (EDI) – if the party you are getting data from can generate a document, either digital or physical, Office Vault can send it straight into your software. Our highly competitive per document pricing makes touchless data capture a cost effective option for organisations of any size.



Simple Set Up

No templates or long manual setup required. Just tell the engine what data you want and Office Vault will capture it. Get up and running in hours.

Capture from a Variety of Documents

Whether it is images (.PNG, .TIF, .JPEG), scans or digital files (PDF, email, CSV, XLS, ODT) Office Vault can read the file.

Variety of Input Methods

Process documents from multiple sources – hot folder, email, SFTP, drag and drop and mobile app when on the go.

Super Quick Data Scanning and Capture

See the captured data in Office Vault in seconds, along with a copy of the original document. Become paperless overnight. Office Vault provides two way web services, API for client fetching and custom outputs such as CSV, SQL and XLS.

Integrate into any Software

Office Vault can be integrated into virtually any application software – whether it is Enterprise Resource Planning (ERP), Accounting, Payroll, Human Capital Management (HCM), Job Cost, Inventory, Logistics, Excel or industry specific software such as real estate and banking applications.

Highly Competitive Pricing

Affordable per document pricing provides a fast ROI and opportunities for everyone whether you are the end customer, IT Partner or software company. Leverage the artificial intelligence powered, data extraction capability to build out better real-time analysis, Big Data-driven business intelligence and other solutions for smarter business.



Smart OCR Invoice Scanning

Office Vault enables touchless invoice data capture that's easy to use, highly accurate... no more complex setup, manual data entry, paper stacks and wasted time.



Fuel your software with Automated Data Capture

Flexible, Easy, Set and Forget



Digital, Scanned or Photographed

Office Vault supports all forms of invoices including virtually all digital formats (PDF, DOC, XLS etc.) and imaged documents (PDF, JPG, PNG etc.) Do away with invoice scanners and manual data entry. Give suppliers the ultimate flexibility in how they submit invoices to you.

Multiple Input Channels

Email: We set up and host a dedicated, personalised email address(es) that your suppliers can email their invoices to e.g. accounts@yourcompany.com - Hot folder for bulk uploading - Mobile app for on the go - Web Portal with drag and drop functionality.



No Rules or Templates Necessary

Using Office Vault's artificial intelligence technology, the invoice data capture API doesn't need specialist engineers to setup "rules" or "templates" for each supplier invoice design. Even if the engine has never seen that supplier before, it can automatically pull all of the information required including line items. You tell the engine what you want and it will capture it.

Set and Forget

Powered by artificial intelligence and machine learning technology, Office Vault constantly learns with every new document scanned and every interaction with users. This self-learning ability enables the hands-free data extraction from an unlimited number of document designs in a variety of languages. In exceptional cases where data may be missing, end-users can also "teach" the engine by simply clicking on data in the Engine Learning Screen to show the Office Vault engine what data they want from the invoice.





Personalised, Paperless and In Control

Become Paperless and Streamlined

Data is captured in seconds and a copy of the original invoice is also captured and transferred to your Office Vault console. No more chasing invoices around the office, now save time from previously spent filing, archiving and retrieving invoices. Become paperless overnight.

Smart OCR Receipt Scanning

Whether you are a loyalty programme company, business process outsourcing (BPO) provider, market research company or simply want to streamline your expense reimbursement process – if you are processing a large volume of receipts Office Vault can help you.



Fuel your software with Automated Data Capture

Flexible, Easy, Set and Forget



Digital, Scanned or Photographed

Office Vault supports all forms of invoices including virtually all digital formats (PDF, DOC, XLS etc.) and imaged documents (PDF, JPG, PNG etc.) Do away with invoice scanners and manual data entry. Give suppliers the ultimate flexibility in how they submit invoices to you.



Multiple Input Channels

Mobile app for on the go – Email: We set up and host a dedicated, personalised email address(es) that your suppliers can email their invoices to e.g. accounts@yourcompany.com – Hot folder for bulk uploading – Mobile app for on the go – Web Portal with drag and drop functionality.



No Rules Necessary and Multi-Field Capture

Using Office Vault's artificial intelligence technology, the receipt capture doesn't need specialist engineers to setup "rules" for each supplier receipt design. Even if the engine has never seen that vendor before, it can automatically pull the information required including line items. You tell the engine what you want and it will capture it ... vendor details, amounts, dates, payment information including card and cash, taxes, line items and more.



Receipt Stitching

Receipt Capture made easy. Long receipts are no problem with our receipt photo stitching capability – stitching multiple images together as one receipt.



Set and Forget

Powered by artificial intelligence and machine learning technology, Office Vault constantly learns with every new document scanned and every interaction with users. This self-learning ability enables the hands-free data extraction from an unlimited number of document designs in a variety of languages.

In exceptional cases where data may be missing, end-users can also "teach" the engine by simply clicking on data in the Engine Learning Screen to show the Office Vault engine what data they want from the invoice.



Personalised, Paperless and In Control

Become Paperless and Streamlined

Data is captured in seconds and a copy of the original receipt is also captured and transferred to console. No more collecting paper receipts and wasting time. Become paperless overnight.

Smart Contract Capture

Data Identification, Capture and Interpretation

Step 1

Office Vault searches through your contracts

Through Office Vault's machine learning capability, the software learns from your team's interaction with our Engine Learning screen. In doing so, it continues to finetune its interpretive and understanding abilities.

Step 2

Identifies the relevant information

Imagine faster and more accurate contract analysis, due diligence and contract reviews. The Identification of relevant areas of a document where data needs to be captured from e.g. find and highlight all areas related to "termination". Office Vault also provides a simple to use user interface that users can switch between these highlighted areas to process the documents.

Step 3

Uses artificial intelligence to interpret and analyse the data

Office Vault will search and interpret the document content to find and automatically match to specific legal conclusions e.g. contract termination, key clauses etc. Detect and logically trace within contracts to uncover specific data where things such as references between clauses and definitions have been used rather than explicit data.

Step 4

Presents the data to you highlighted in the original document for review

Office Vault will detect the similarities and differences between documents such as employment contracts for comparisons. Read and interpret multiple pieces of logic used to reach conclusions either explicitly stated within the document (but that would be found through interpreting logic such as references between sections, definitions etc.) or that are simply known results that are not explicitly stated in the document but can be concluded based on the logic.

Step 5

Data made available in Office Vault console to organise, summarise or report in any way you choose

Tailor the software to your specific requirements. Whether it is interpreting data to match legal conclusions or detecting differences in similar contracts you tell the engine what you want and it will capture it. Whether you are a law firm, a corporation managing contracts and regulatory compliance or a legal service provider, if you are processing a large volume of complex documents Office Vault can help you.



OFFICEVAULT
FREE YOURSELF FROM PAPER

Fuel your software with Automated Data Capture

Flexible, Easy, Set and Forget



Digital, Scanned or Photographed

Office Vault supports all forms of invoices including virtually all digital formats (PDF, DOC, XLS etc.) and imaged documents (PDF, JPG, PNG etc.) Do away with invoice scanners and manual data entry. Give suppliers the ultimate flexibility in how they submit invoices to you.



Multiple Input Channels

Mobile app, Hot folder for bulk uploading – Mobile app for on the go – Web Portal with drag and drop functionality.



No Rules or Templates Necessary – Natural Language Processing (NLP) Driven

Using Office Vault's artificial intelligence technology, the contract data identification and interpretation API doesn't need specialist engineers to setup "rules" or "templates" for each document design. Through its use of content understanding, powerful NLP and automatic document layout and structure recognition – the system can learn as a human does and apply general logic across documents from all kinds of sources and structures.



Set and Forget

Powered by artificial intelligence and machine learning technology, Office Vault constantly learns from your team's interaction with our Engine Learning screen. In doing so, it continues to finetune its interpretive and understanding abilities, enabling hands-free data extraction from documents of all formats and layouts.

Easy to use screens allow validation of data captured and of exceptions to bring data to a 100% match. Quickly capture correct data using the click-to-capture feature with the data fed back to the machine learning engine. Also supports workflow for multi-party review.

Starter Edition for your Business for **One Low Annual Fee**

Get Started



Digital Workflow

Automation, eSignatures, **Workflow**, Identity, Convenience & **Efficiency**

Easily and securely distribute documents, forms and contracts from Office Vault or your favourite application for your customers to electronically sign or approve.



Application Forms

Digitise your paper based internal and customer on-boarding processes with powerful, intelligent forms.



Digital Signatures

Compliant with all major electronic and cryptographic signature laws, including ECT (SA) ESIGN (US), eIDAS (EU) and EA (AUS).



Document Automation

Automate and simplify your document delivery processes while keeping it digital, all the way.



Know-Your Customer (KYC)

Verify business entities and consumer identities in seconds, without having to ask for supporting documents.

Digital Workflow

The perfect combination of powerful workflow, compliant digital signatures and business process automation software that works, the way you work.

COMPLIANCE WITH INTERNATIONAL eSIGN & PRIVACY PROTECTION REGULATIONS



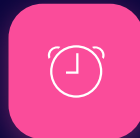
CERTIFICATE AUTHORITIES (CA)

Use your favourite Certificate Authority or let Office Vault assist you with the best in-country, qualified solution.



HIGH TRUST

Fully compliant with integrated Advanced Electronic Signatures (AES) and eIDAS Qualified Signatures.



LONG-TERM VALIDATION

Embedded OCSP information ensures your digital signatures remain valid on documents for 10+ years.



ON-PREMISE OR IN- COUNTRY SERVERS

Host our Digital Signature engine in your country or in your private data centre or hosting environment for ultimate compliance.



PRIVATE KEY AGNOSTIC

Store your private key material in your own data centre PKI, or make use of ours, or any other approved international key vault.



ANTI-MONEY LAUNDERING (AML) AND KYC

Digitise your customer on-boarding and assist you with regulatory compliance for AML, such as FICA and KYC.



An **effective workflow** creation tool that allows for all types of **approvals** and **eSigning scenarios**

Powered by SigniFlow™ a digital signature workflow engine built into Office Vault that enhances and fully digitises any process that requires a document to be signed or approved. For anything from the most basic requirements, such as employees having to sign leave applications and their managers approving or rejecting them, to ultra-complex processes that require both internal and external parties to sign highly sensitive and legal documents, Office Vault has the answer.



1



SIGNERS

Add yourself, colleagues and customers who you require to sign your document, form or contract in a sequential workflow.

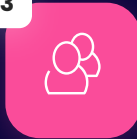
2



APPROVERS

Mix process or document approvers with eSigners in a single sequential workflow configuration.

3



VIEWERS

Give someone total visibility of your document and workflow process, without requiring them to perform any actions.

4



GROUP SIGNING

Create a parallel workflow to send an instruction simultaneously to a group of people. Mix parallel and sequential workflows in a single workflow configuration.

5



FACE-TO-FACE SIGNING

Have your contracts, job cards or invoices signed by anyone on any device, without the need for them to sign up or have an email account.

6



API

Create any workflow configuration, from any application, with an array of APIs.



Secure, Digital Signing

Our digital signatures are created using digital X.509 certificates with built-in Private/Public Key Infrastructure (PKI) capabilities, which are verifiable using free Adobe Acrobat® visual-trust indicators.

Although most certificates are only valid for one year, you need to prove that the certificate was valid at the time of signing.

Our digital signatures authenticate validity and revocation status for 10+ years. As every user signs, SigniFlow applies the latest security protocols, cryptographic algorithms and key lengths endorsed by governments and banks, to protect the content of the document and make every transaction tamper-evident.

What is KYC

Know-Your-Customer (KYC) legislation has been introduced in most major financial centres across the globe. Such legislation is driven by recommendations and standards set by the Financial Action Task Force (FATF). The objectives of the FATF are to set standards and promote effective implementation of legal, regulatory and operational measures for combating money laundering, terrorist financing and other related threats to the integrity of the international financial system.

The Objective

The objective of the KYC system is to deliver a compliant, automated and fully digitised KYC system that caters for both juristic and natural persons, in a manner that is aligned with any RMCP and that can integrate with any rules engine, enterprise services bus ("ESB") or workflow engine to trigger events.

A Business entity consists of the entity itself, as registered with the companies registrar, as well as associated individuals (natural persons), whether principle members (Directors), Trustees, UBO's or other parties identified by board-resolution (Signatories), all of which are catered for by the System. Although similar in approach, the business entity has certain verification requirements that are different in comparison with that of a natural person. The business entity process explodes into multiple verifications for each associated natural person (Directors, UBO's, Signatories, etc).

The business itself is therefore subject to verification methodologies designed to verify the entity, including natural persons linked directly, or by association, to that entity. Each natural person associated with the business entity is individually verified. Sole Proprietors that are classified as business entities are verified as natural persons.

KYC can be triggered from any website or forms-based front-end, ESB, rules engine or workflow engine that has the ability to communicate via web services. The triggers are sent via the SigniFlow Event Handler to the KYC platform that then either follows a built-in configuration of events ("IF-THEN" rules for pass and fail events), or every event is communicated back to the origination platform via the SigniFlow Event Handler, enabling it to query its own rules and sequences in order to trigger further events individually, as micro-components.

The KYC software is delivered in two main process-components, defined as Identity Kits "IDK", namely Business IDK and Consumer IDK.



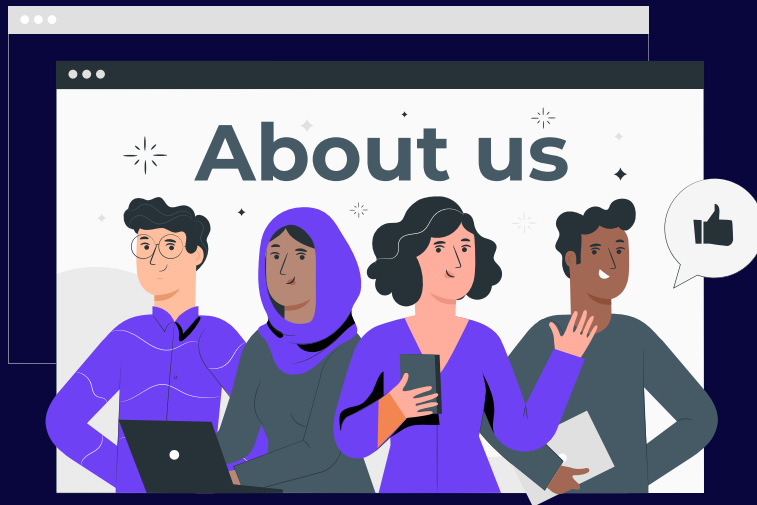
The central data-hub of powerful & intelligent credit and identity information. Know Your Customer (KYC)

01

By registering your business through Office Vault using pbVerify Bereau, you are instantly connected to all the major Credit Bureaus in South Africa. Credit vetting & tracing coupled with meeting KYC/FICA regulations, has never been easier.

02

The only true digital and fully automated e-KYC system featuring robust compliance in the back-end with a superb, smooth and flowing front-end user experience that binds the signatories to the KYC processes.



About Us



OfficeVault, a product of Orange Dot Technology (PTY) Ltd

Orange Dot Technology is not a story of products or market-share, but a story of determination and innovation. Orange Dot Technology is the brainchild of two innovative entrepreneurs who started their careers in the ICT industry, and had a dream of building a company, free of corporate shackles, that would delight their clients with excellent service and amazing products.

We Different. We are
as Committed to you
as you are to your
customers.

OUR VISION

01

Build a portfolio of technologies that drive innovation of cutting edge computer vision and artificial intelligence systems.

OUR MISSION

02

By focusing on challenges in Africa, global solutions will emerge. It is our mission to generate a significant portion of revenue from foreign operations. To be a community focused and black empowering business.

OUR GOAL

03

Become a strong company of technology researchers, tasked to build systems that reinvent conventional industries.

We Get Stuff Done

99%

Happy Clients

99%

Innovations

99%

Team Spirit

99%

Support