



OpenText™ Tempo™ Box

Secure file sharing and synchronization for business

OpenText Tempo Box, an integral component of the OpenText™ Content Suite Platform, helps organizations execute on comprehensive Enterprise Content Management (ECM) strategies. The Content Suite Platform is designed to manage the flow of information from capture through archiving and disposition.

Have you ever emailed yourself a file just so you could access it from another computer? Are you living life memory stick to memory stick to make sure you always have important documents with you when you need them? Have you ever put business documents in your personal sharing tool so that you can access them at home or on the road?

Innovations in the consumer Internet continue to shape the way that we share and interact with information. From file and photo sharing websites to cloud-based storage services, it's becoming easier and faster to publish, share, and access information from any place, at any time. Within the enterprise, the ease and convenience of using the latest online services is a temptation for business users and IT departments alike. Similar to experiences with social media and other consumer focused tools, many companies are struggling with where to draw the line between providing an optimal and affordable user experience while ensuring the safety and security of business-critical information.

Any Place, Any Time, Any Collaborator

Nowadays, business users are as likely to work from their personal laptops, smartphones, and tablets as they are from a traditional corporate PC. The typical boundaries between work and home offices, and business and personal information sharing are becoming increasingly blurred. Users demand the ability to work with the information they need from wherever they are. Similarly, users need to share business content with colleagues as quickly and easily as they share pictures or messages with friends and family across their personal devices.

Tempo Box evolves the way your users interact with content—and the systems you've invested in to store it safely and securely—by revolutionizing the content management experience in two fundamental ways:

- 1) Allows users to access important business content from anywhere, anytime
- 2) Makes it easier than ever before to safely share information with both internal and external users

Tempo Box simplifies the process of storing and sharing important business content without sacrificing the records management rigor and security demanded by your organization's internal policies as well as industry regulations. Tempo Box, when used as a standalone

SUMMARY

OpenText™ Tempo™ Box simplifies the content management experience, and allows users to securely sync, share, and store information across all the devices they use, without sacrificing the records management rigor and security demanded by your organization's internal policies and industry regulations.

BENEFITS

- *An easy-to-use content sharing and synchronization service for desktops, laptops, and mobile devices*
- *Compliance and security of information is not compromised while allowing users the freedom and flexibility they want*
- *Information Governance is taken care of behind the scenes with the Content Suite Platform*
- *Deployment options for both cloud and on premises*
- *Easily share content that lives in your ECM application without needing to move or copy the content first*

application, adds a dedicated folder structure for business users, similar to “My Documents” or “Recently Downloaded” folders on workstations and laptops. Saving information in this special Tempo Box folder ensures that critical documents and other information are transparently, immediately, and securely synchronized with your organization’s OpenText repository.

Tempo Box, when used with the Content Suite Platform, offers the ability to share content directly from the Enterprise Workspace in OpenText™ Content Server (provided that you have the rights to view enterprise content). This allows users to access and interact with the Enterprise Workspace content from the Tempo Box Web UI, mobile clients, and desktop clients. The content remains in the original location in Content Server. Internal users with appropriate permissions will be allowed to share Enterprise Content with both internal and external users using Tempo Box, removing the need to copy or move content to Tempo Box in order to share with external parties and ensuring that a single copy of content is maintained.

Instant Synchronization

Information created and saved in the Tempo Box folder on a user’s workstation is instantly synchronized with the OpenText repository, as well as their Mac® or Windows®-based computers. Additionally, users can access content immediately on their mobile and tablet devices using the Tempo App. Consequently, the latest version of content is always available. The dedicated mobile app also provides the ability to access Tempo Box content and select “favorites” for offline access, which ensures that important documents are always available, regardless of where you are.

Straightforward Sharing

Sharing information, while controlling access rights and permissions, has always been a cumbersome process. Users find it tedious to assign shares and rights to collaborators, and administrators are frustrated with managing the underlying access control policies and audit reports. Tempo Box simplifies the user’s approach to a content management system and makes sharing business documents as easy as typing the first few characters of a colleague’s name and then picking from an instantly filtered list. Tempo Box also supports the ability to securely share content externally by simply typing in the email address of whom ever needs to access the content. External users will have access to content that has been explicitly shared with them by an internal user.

Task-Driven and Secure Collaboration

Task management plays an important role in increasing productivity by allowing users to set actionable goals. Tempo Box Tasks help users better collaborate and interact within Tempo Box shared folders. Leveraging Content Server task features, Tempo Box users can create and assign simple tasks, such as document reviews or contributions to existing content, directly from the Tempo Box Web UI and desktop clients.

Document Viewing and Annotation

Customers using OpenText™ Brava!™ solutions are able to use Brava! via the Tempo Box web interface and Apple® iPad® client to provide annotation and document markup capabilities. Brava! offers an intuitive interface for viewing most popular file formats and includes page zooming and browsing. There is no need to purchase native software for every desktop, which not only helps to reduce IT costs, it improves operational efficiency and information sharing by ensuring all workers can view documents without requiring the content to be downloaded. Users can also use Brava! to easily annotate and markup documents using a host of integrated markup tools, including change marks which allow users to leave written notes on specific content within the document. Users can also review markup content from other users individually or simultaneously, and respond to change marks. Document annotations are stored without modifying the original documents.

Striking the Right Balance

Businesses can’t let their users upload and store files in just any cloud. They need a simple, fast, reliable and highly secure way to share, sync, access, and manage information in the cloud. OpenText, as the trusted source of content and records management, customer experience, and business process solutions for the world’s best-known brands, offers the right blend of cloud like experience delivered on an ECM infrastructure.

Governance and Corporate Control

While organizations are motivated to give users freedom and flexibility in the way they work, it is imperative that it is not provided at the expense of the usual rigor and control required for managing business critical content. Tempo Box provides a cutting edge, yet simple, way of storing and sharing content while ensuring the essential management controls are in place. These vital controls include:

- **Auditing:** Full audit trail of all content access, modification, sharing, and synchronization activity
- **Permissions:** Ability to control who in the organization can read, edit, share, or even see business content
- **Reserve content:** Reserve content to limit access to documents during editing
- **Version history:** A listing of all versions, complete with user notes for any modifications to each version or sub-version
- **Retention policies:** Predefined rules about how long and where information is kept
- **Discovery:** Ability to easily find information when you need it

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