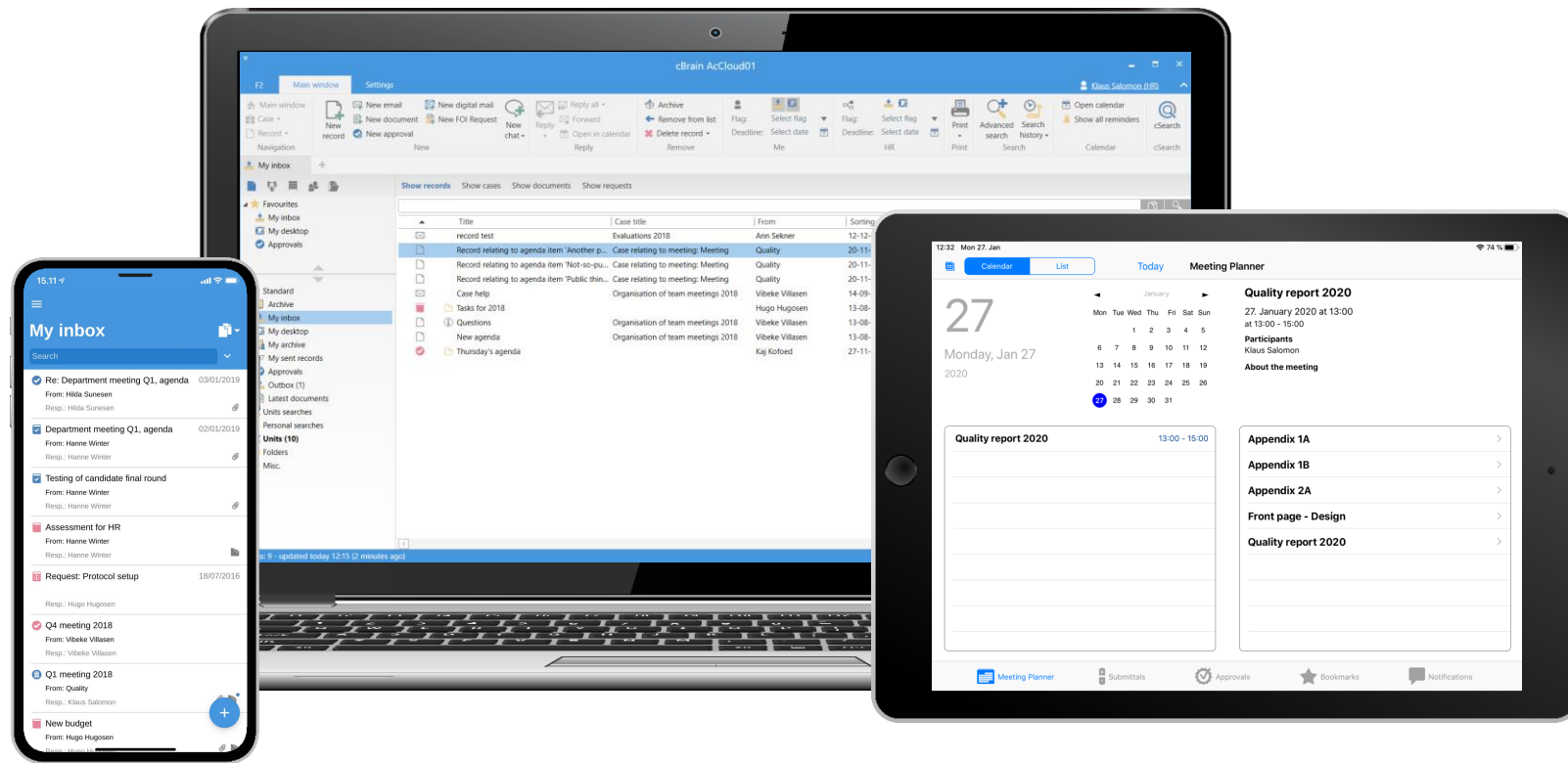


F2

ADMINISTRATION IN A DIGITAL AGE



An integrated software suite to digitize all workflows



For governments, unions and private knowledge firms who seek to increase efficiency, work transparency and employee satisfaction.

The integrated F2 software suite is a highly effective tool and a fast track to digitizing all workflows, knowledge processing, records management and communication. Supported on PC, smartphone and tablet.

FULLY INTEGRATED

The F2 standard platform supports core routines.

★ Case processing

★ Records and document management

★ Collaboration and knowledge sharing

★ Organizational governance

★ Contact and relations management

★ Formal and informal communication

★ Government workflows

★ Meetings

★ FOIA requests

cBrain F2

A revolutionary and highly effective tool for digital transformation

Core production

Production system optimized for administrative workflows.

Create documents quickly and efficiently with templates, merge codes and standard phrases.

Organize records with metadata and manage information with search lists.

Knowledge sharing

One shared digital archive provides instant access to all information.

Easy and effective search possibilities to create overview.

Social technologies such as chat support informal work, collaboration and knowledge sharing.

Secure and transparent

Built for transparency and secure case processing.

Privacy by design and compliant with the General Data Protection Regulation (GDPR).

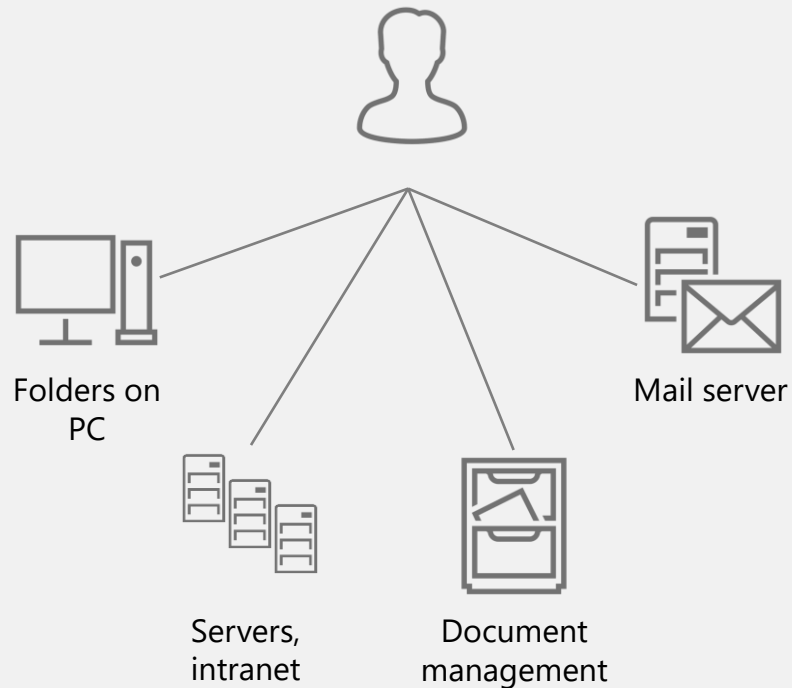
Automatic clean-up tasks to ensure proper treatment of personal data.

Yesterday: Me

Knowledge worker

Editing documents
Copying documents

Yesterday

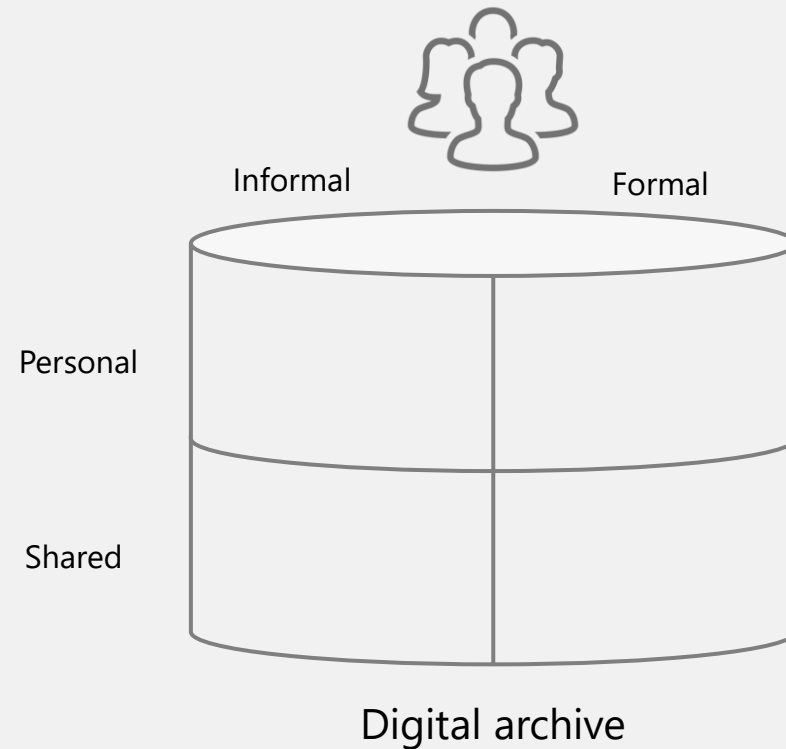


Tomorrow: Us

Knowledge worker

Editing documents
Editing metadata

Tomorrow



F2's structure is simple

Documents are attached to records. Records are added to cases.

Cases

Cases collect records concerning the same subject matter.

Cases help create an overview and may be organized by e.g. keyword, file plan or action code.

Records

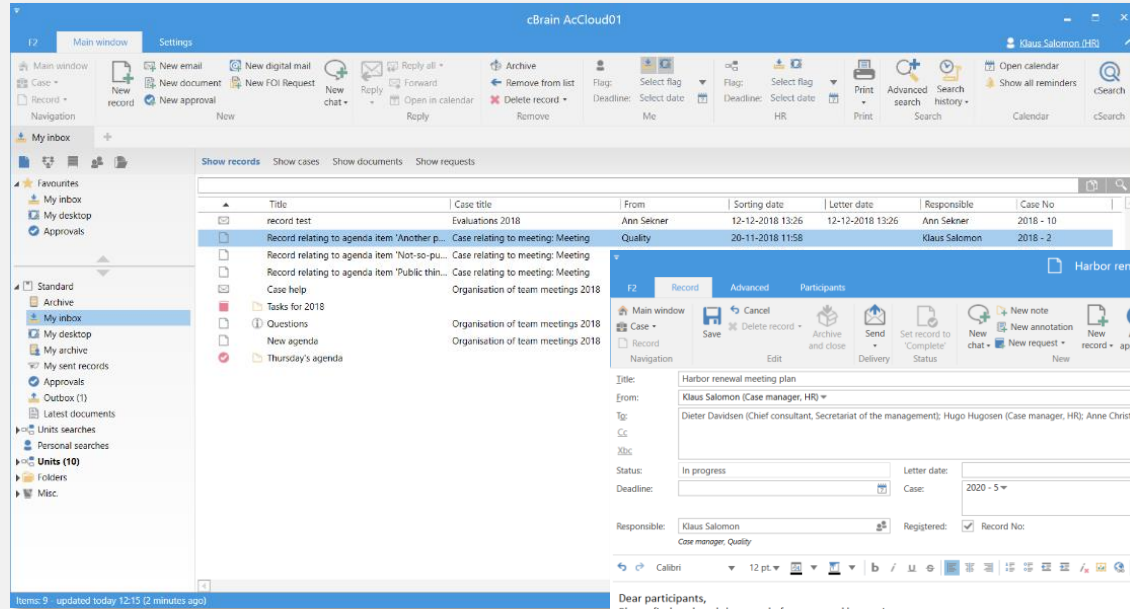
Every task in F2 begins with a record. The record is a compilation of data and documents. Using records' metadata, you can process and organize them.

Documents

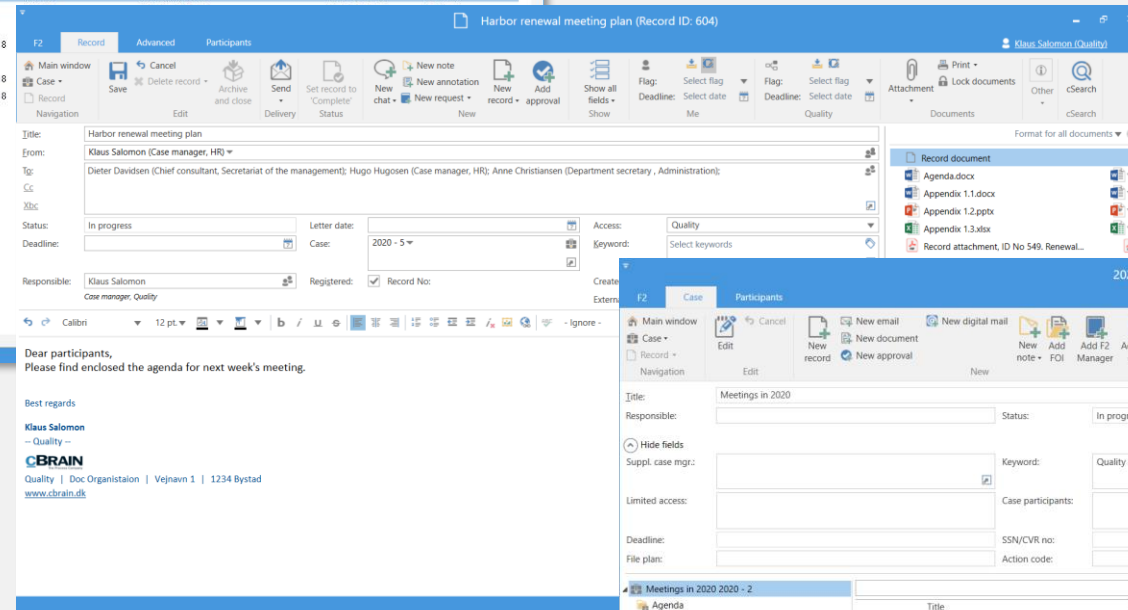
A document is always attached to a record. Before you start working on a document, or any other file, you must attach it to a record.

The three windows of F2

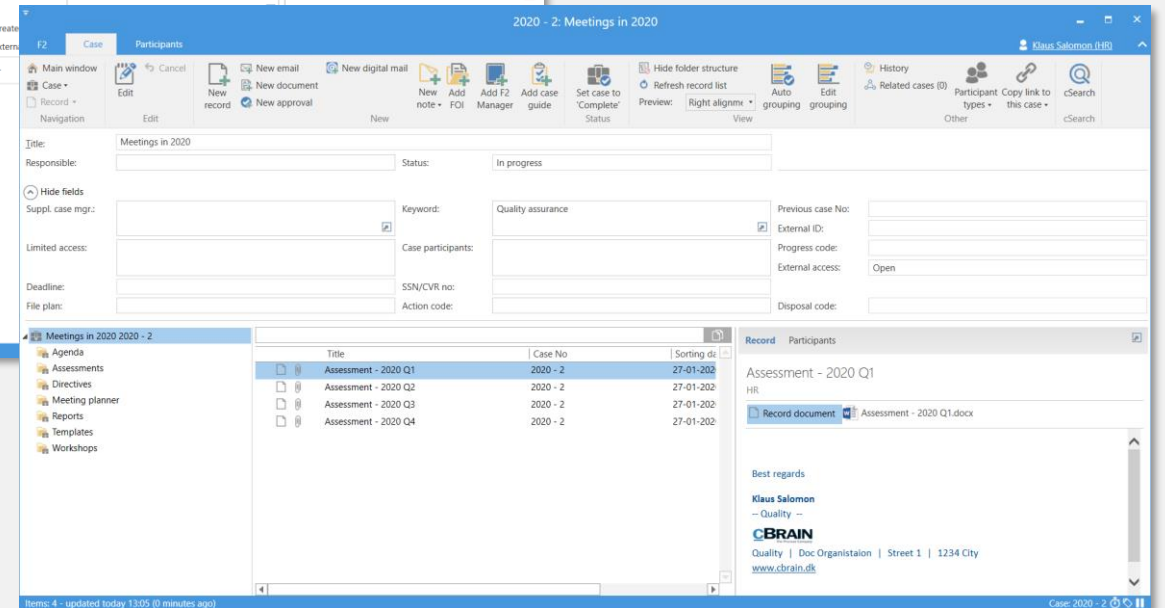
Recognizable and intuitive.



The main window



The record window



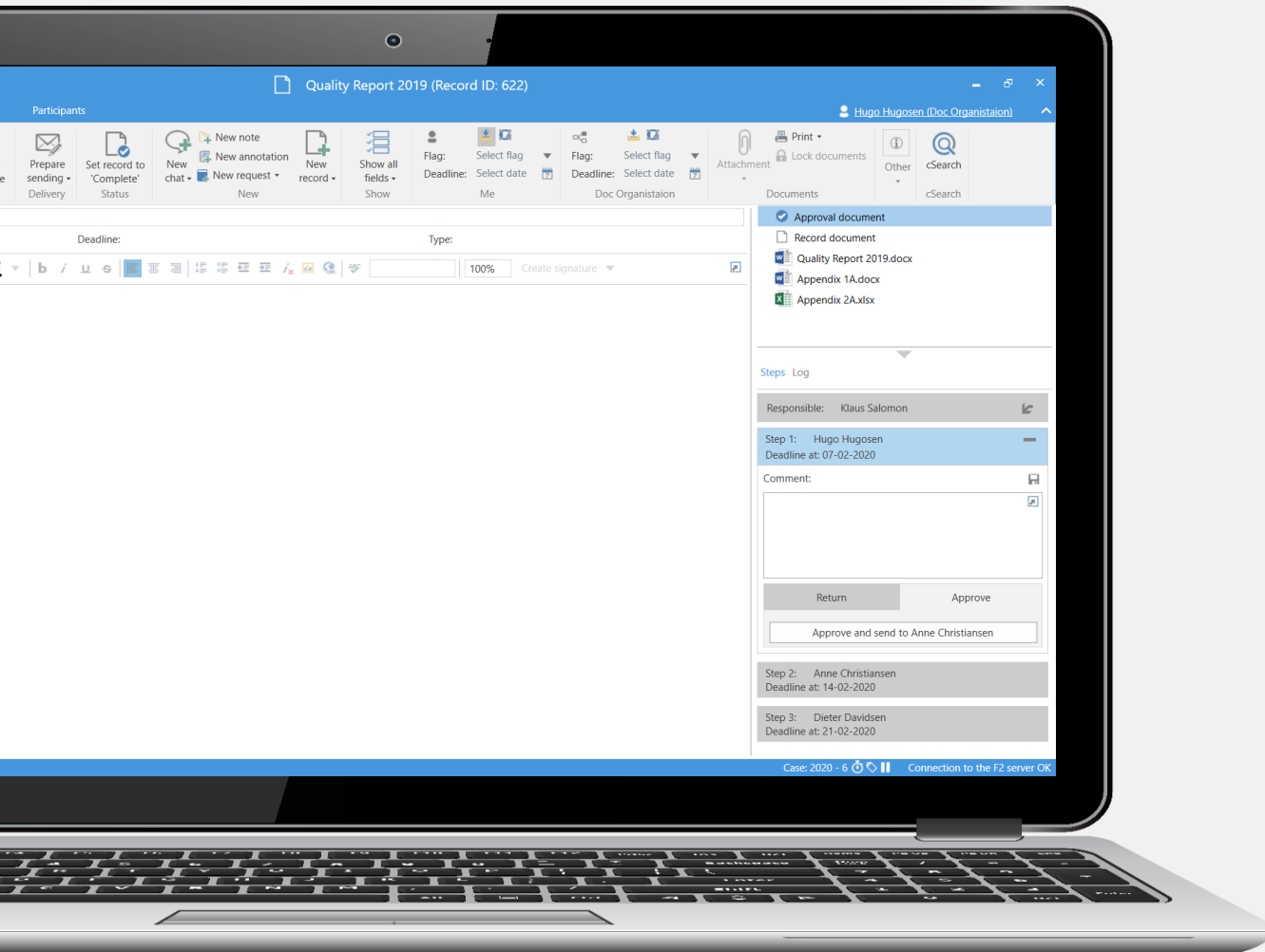
The case window



Ministries in Denmark have reduced case processing time by 30%.

96% of users say transparency has improved.

Nearly 40% of users are happier going to work after adopting the F2 platform.



F2 Approvals

A fast and easy way of quality assuring work.

Simplifies the process of approving material.

Ensures that formal approval processes are observed.

Create your own approval flows or use templates with fixed flows for your whole organization.

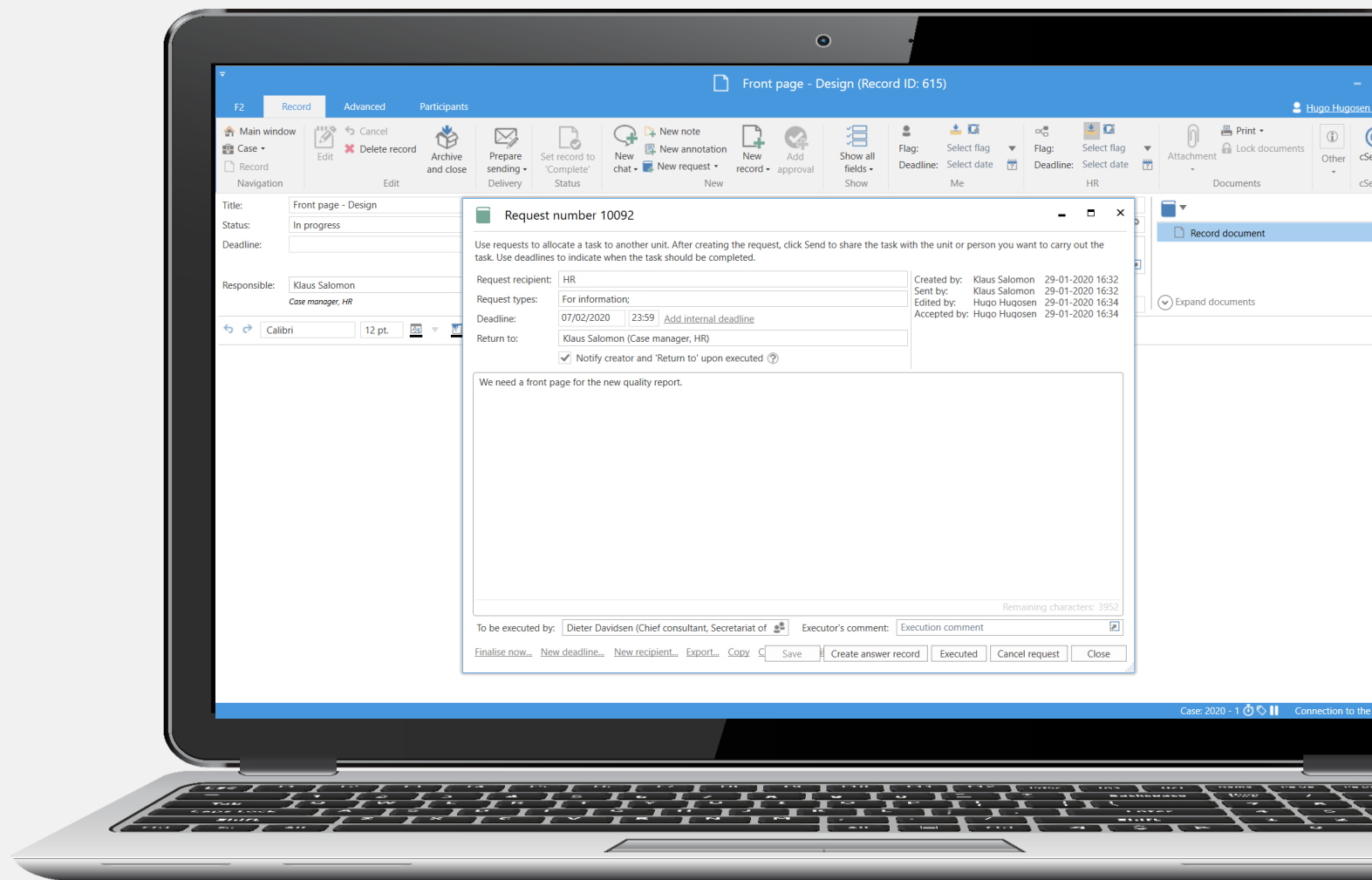
F2 Requests

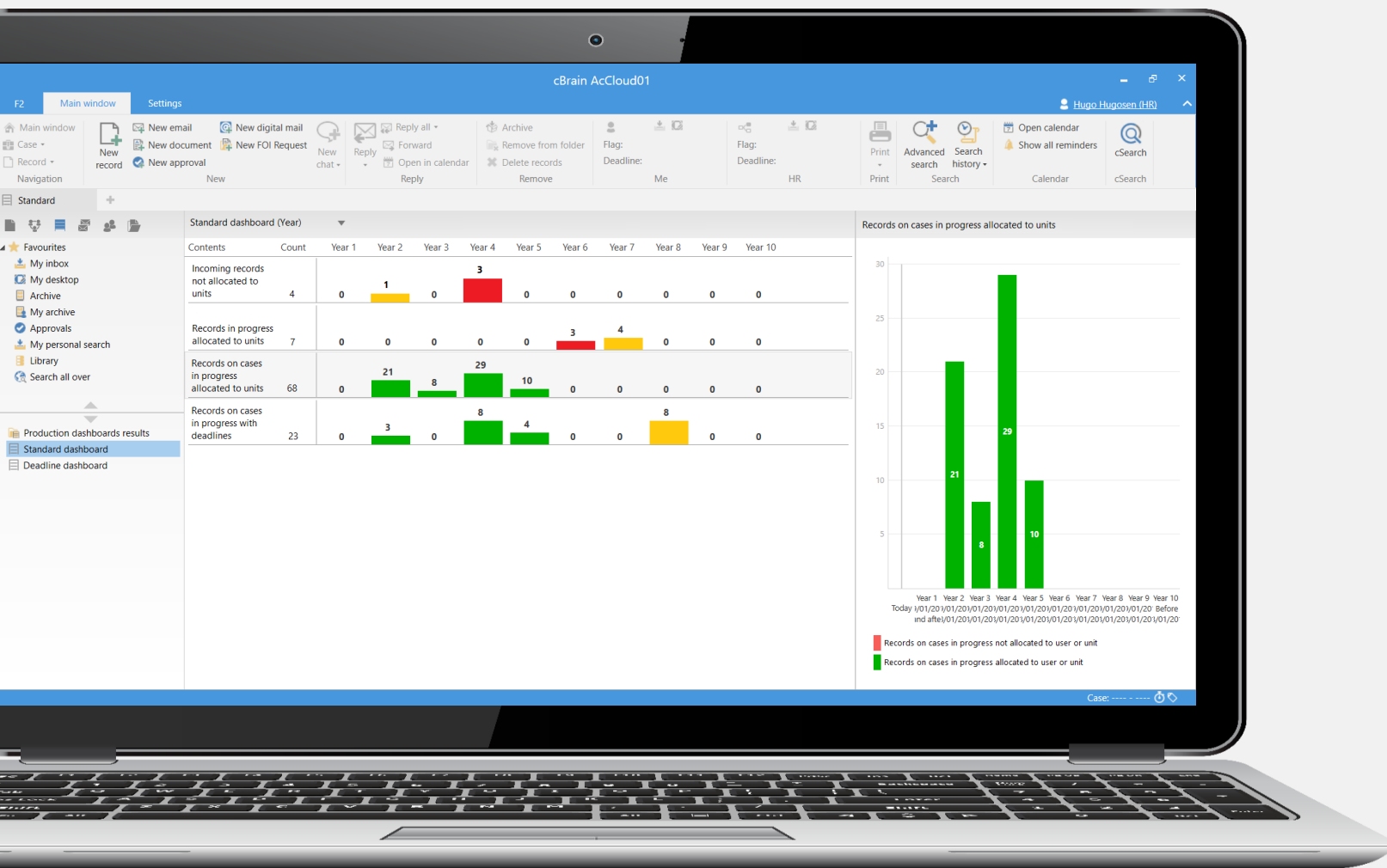
Formally allocate tasks to other users or units.

Optimizes workflows across departments and within the unit.

Ensures transparency in the allocation and distribution of tasks.

Manage deadlines and track requests with organization-wide search lists.





F2 Dashboard

A graphical overview of records and cases in progress.

Visualizes real-time information from F2.

Improves workflows and enhances efficiency.

Monitor and analyze the production and manage deadlines and resources.

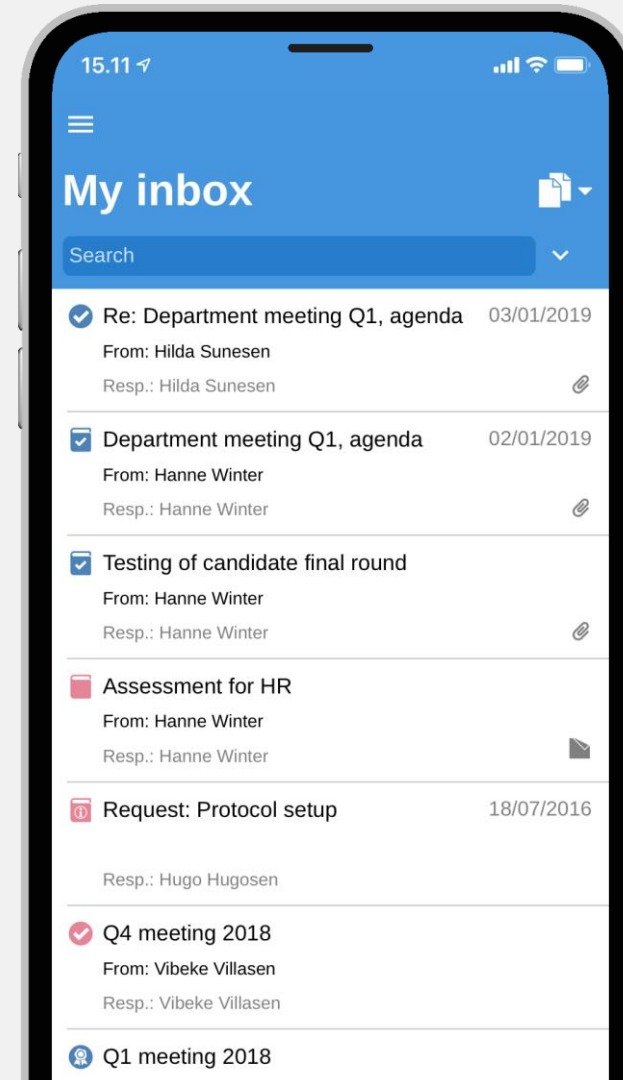
F2 Touch

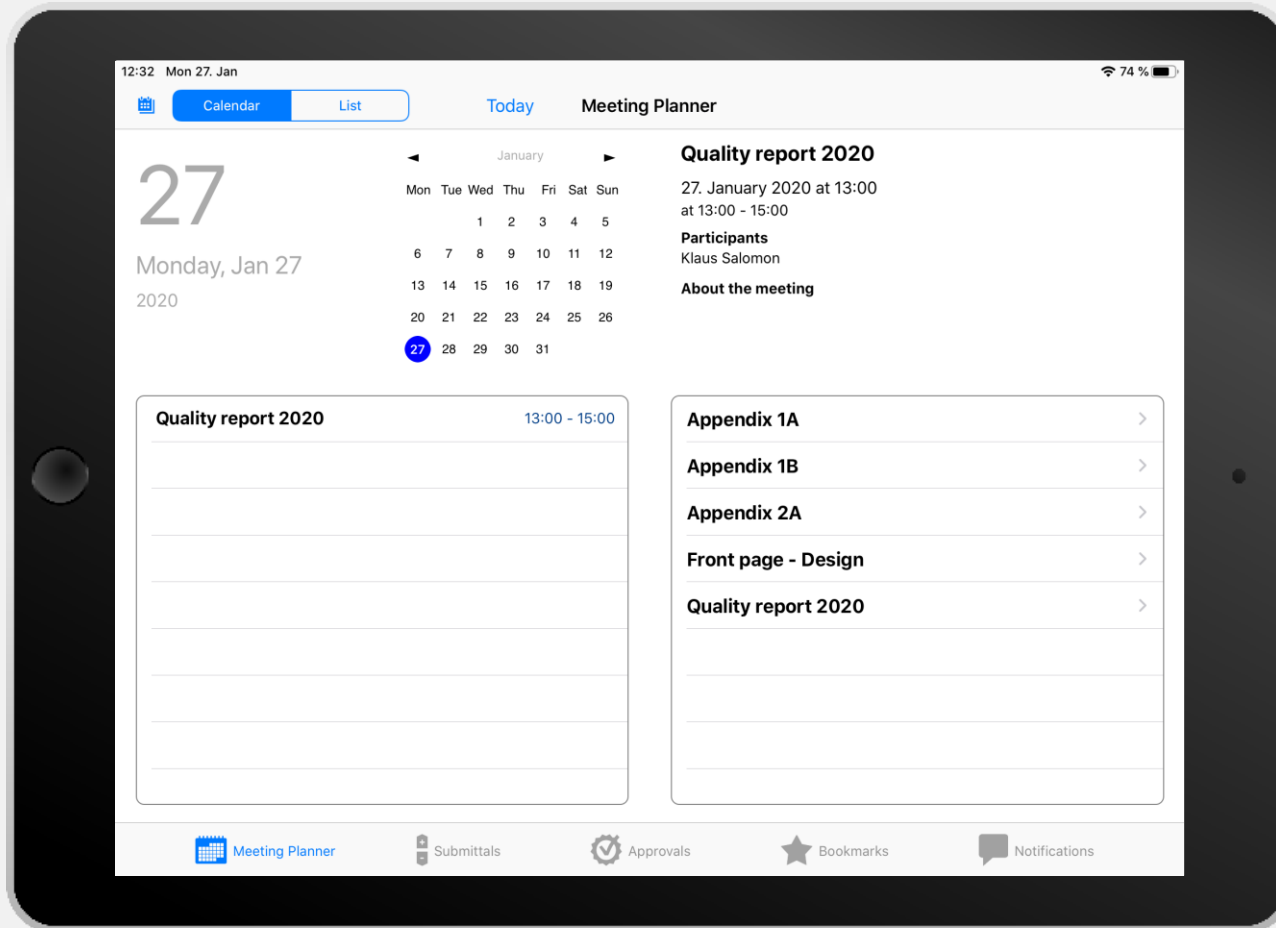
F2 on the go.

Web-based application providing access to F2 from Android and iOS devices.

Enables communication and case processing on the go.

Manage and process approvals and requests from your smartphone.





F2 Manager

iPad app for executives.

Displays meeting material and approvals on the go.

Improves efficiency and ensures mobility for executives.

Read and annotate meeting material and handle approvals directly in the app. Simplify your administrative tasks.