



Open Bee™

Version 5 – January 2014

# Open Bee™ Sync – Administration Guide



## Legal notices

OPEN BEE™ provides this publication "As Is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability or fitness for a particular purpose. Some states or jurisdictions do not allow disclaimer of express or implied warranties in certain transactions; therefore, this statement may not apply to you. OPEN BEE™ reserves the right to revise this publication and to make changes from time to time in the content hereof without obligation of OPEN BEE™ to notify any person of such revision or changes.

Copyright © 2001-2014 Open Bee™. All rights reserved.

OPEN BEE™ is a registered trademark of OPEN BEE, in France and/or other countries. All other company names or product names referenced herein may be the trademarks of their respective holders.

## Trademarks and credits

Adobe, Acrobat and PostScript are trademarks or registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Microsoft, Windows, Windows Media, Windows Server, Windows NT, Windows XP, Windows Vista, Win32, Outlook, ActiveX, Active Directory are either registered trademarks or brands, or trademarks or service marks of Microsoft Corporation in the United States and/or other countries.

All other company names or product names referenced herein may be the trademarks of their respective holders.

### Open Bee™

PAE les Longeray

74370 METZ-TESSY

France

Tél. : +33 (0)4 50 640 551

# Contents

Contents.....	3
Welcome .....	4
Software installation.....	Erreur ! Signet non défini.
<i>System requirements</i> .....	5
<i>Installing Open Bee™ Sync</i> .....	6
<i>How to start Open Bee™ Sync</i> .....	10
<i>Connect Open Bee™ Sync to Open Bee™ DMS</i> .....	11
Configuring Open Bee™ Sync.....	14
<i>Accessing your proxy server</i> .....	14
Automatic configuration of the proxy server .....	15
Manual configuration of the proxy server .....	15
<i>Language selection</i> .....	16
<i>Confirmations configuration</i> .....	17
User Guide.....	18
<i>The "Sync" tab</i> .....	18
<i>The "Upload" tab</i> .....	21
Option 1: Dragging & Dropping documents .....	22
Option 2: Scanning documents .....	22
<i>The "File" tab</i> .....	24
Creating a folder in the tree:.....	Erreur ! Signet non défini.
Downloading a document from the tree.....	25
<i>The "Event logs" tab</i> .....	26
During a transfer or download process.....	28
Transfer finished.....	28
<i>The "File sync conflict" tab</i> .....	29
Conflicts situations .....	30
<i>The "About" tab</i> .....	33
Software uninstallation.....	34

# Welcome

The Open Bee™ Sync user Guide gathers recommendations, advice and suggestions on how to use Open Bee™ Sync in conjunction with Open Bee™ DMS. In order to make the best out of it, please acquaint yourself with the concepts and procedures described hereunder.

Please visit our Open Bee™ website should you have any question or should you need any additional information:

<http://www.myopenbee.com>

This guide have been written and published under the control of Open Bee™.

Open Bee™ Sync is a software that lets you synchronize and file your documents between your computer and your Open Bee™ DMS Server. Thanks to automatic or manual synchronizations, your documents will be saved remotely in order to optimize your work. This way, you can edit them in the train, in the plane, at the office or at the hotel.

Moreover, they will be immediately updated on all of your devices (computer, smartphone, tablet, etc.). With Open Bee™ Sync, you can also connect your scanning solution to your Open Bee™ DMS server and file your scanned paper documents.

With Open Bee™ Sync, you can:

**- Directly upload scanned paper documents from your scanning device.**

Open Bee™ Sync monitors a specific folder where the scanning device will send scanned paper documents. Each time a new file appears, this one is automatically sent to the Open Bee™ DMS "Filing" section, ready to be indexed and filed.

**- Synchronize documents between your Windows workstation and the Open Bee™ DMS.**

Open Bee™ Sync enables to synchronise documents so that you get the most recent version of the file you want to work on.

**- Bulk upload documents**

The "drag-and-drop" function in Open Bee™ Sync lets you upload one or more documents (and folders) with a simple drag and drop from your PC into the Open Bee™ DMS

# Software installation

## System requirements

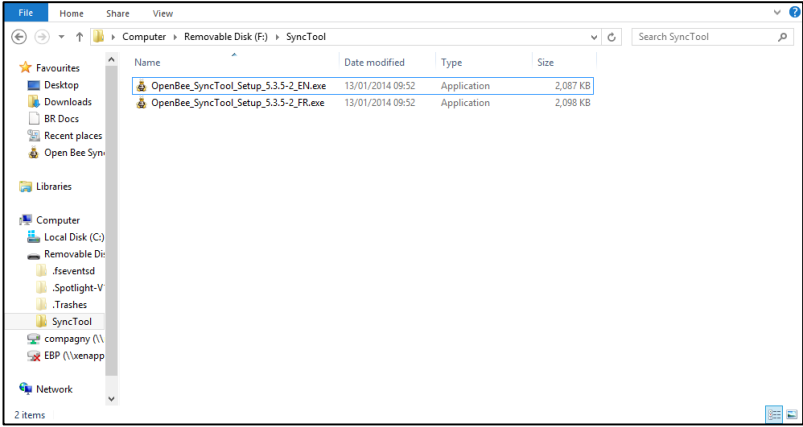
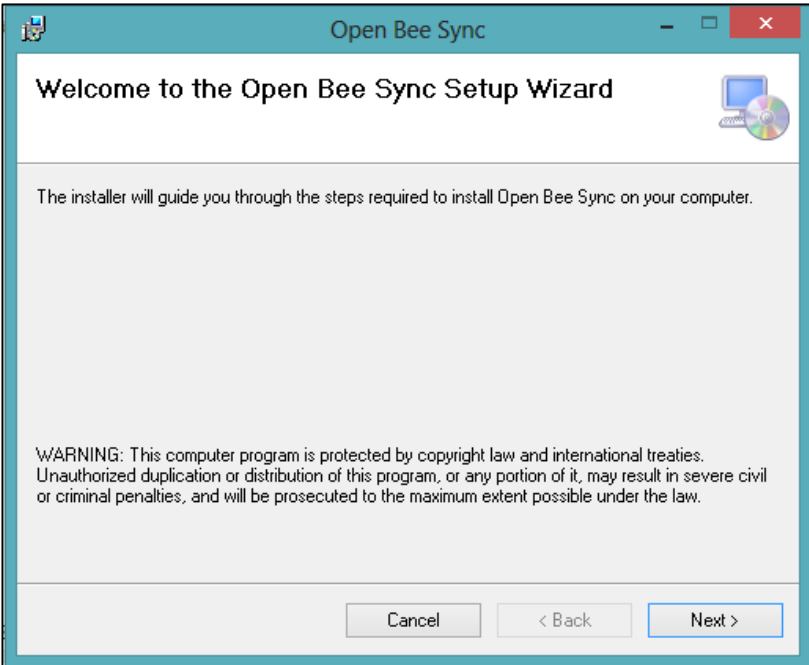
The system requirements for the application to run depend on various factors, including the size of the scanned documents. Open Bee™ Sync's speed of execution depends on the power of the PC on which the software is installed, but also on its memory, on the quality of the network signal and on the server load. The configuration described here will change according to the needs of each type of use. These are the minimal system requirements so that Open Bee™ Sync can run properly:

- A computer with an Intel® Core™ 2 Duo processor, or equivalent
- Microsoft® Windows® XP, Vista or Microsoft® Windows® 7 (32 and 64 bits professional editions), Microsoft® Windows® 2003 Server or 2008 Server (with superior system requirements).
- Microsoft Internet Explorer 7, 8, or equivalent
- 2GB RAM
- 400MB of free disk space (changes with the volume of the documents to stock)
- A color display (16-bit) resolution of 800x600, or more
- A mouse and a keyboard compatible with Microsoft® Windows®
- A scanning device compatible with **Open Bee™ Sync** and the corresponding driver
- Microsoft® Framework.Net 4

## Installing Open Bee™ Sync

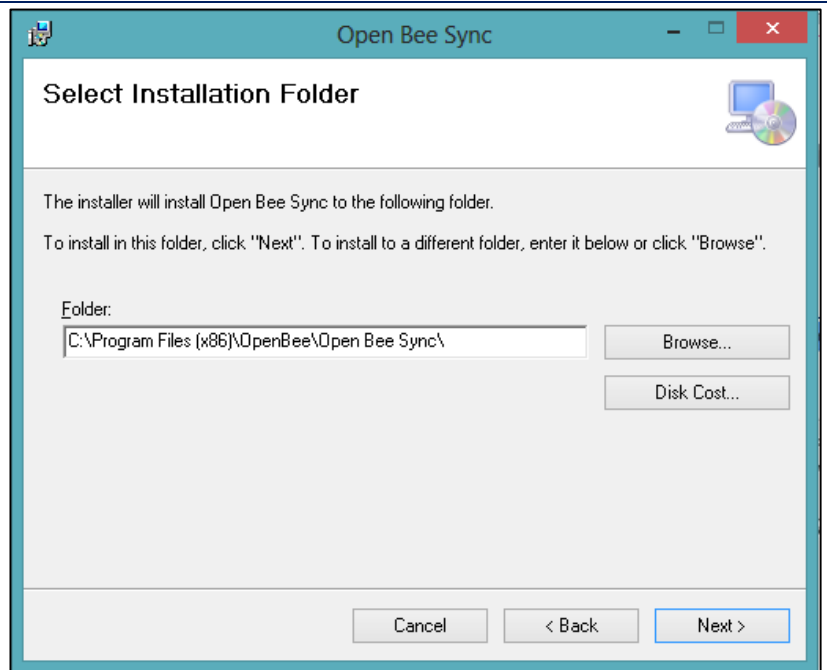
The Open Bee™ Sync Installer will guide you step by step through the software installation process.

*Before installing Open Bee™ Sync, please make sure to be logged as an administrator of your workstation.*

Description	Illustration
<p>1. Double-click "<b>Setup</b>" to run the installer.</p>	
<p>2. The home page displays. Click "<b>Next</b>"</p>	

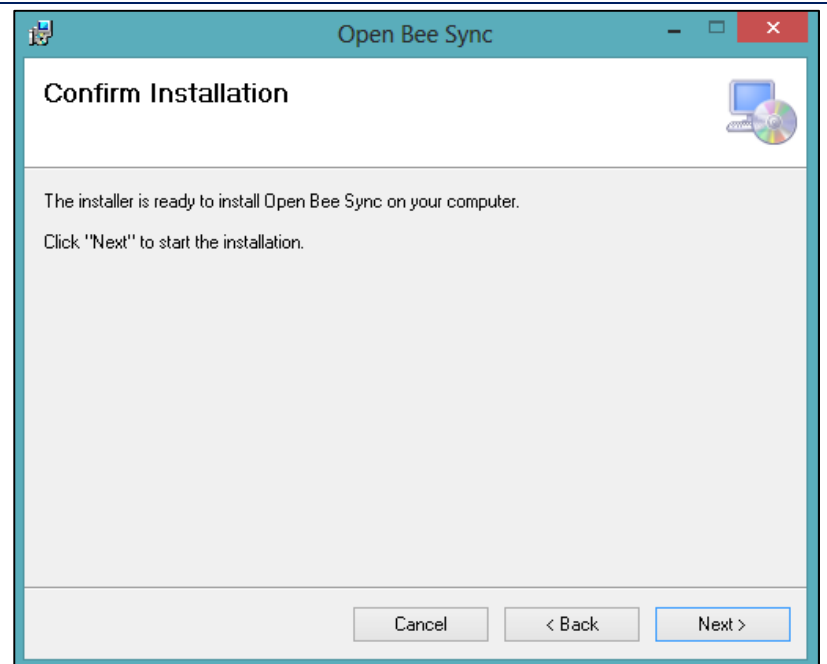
3. Click "**Browse...**" to select where you want to install the software.

4. Click "**Next**" when you have chosen a location.

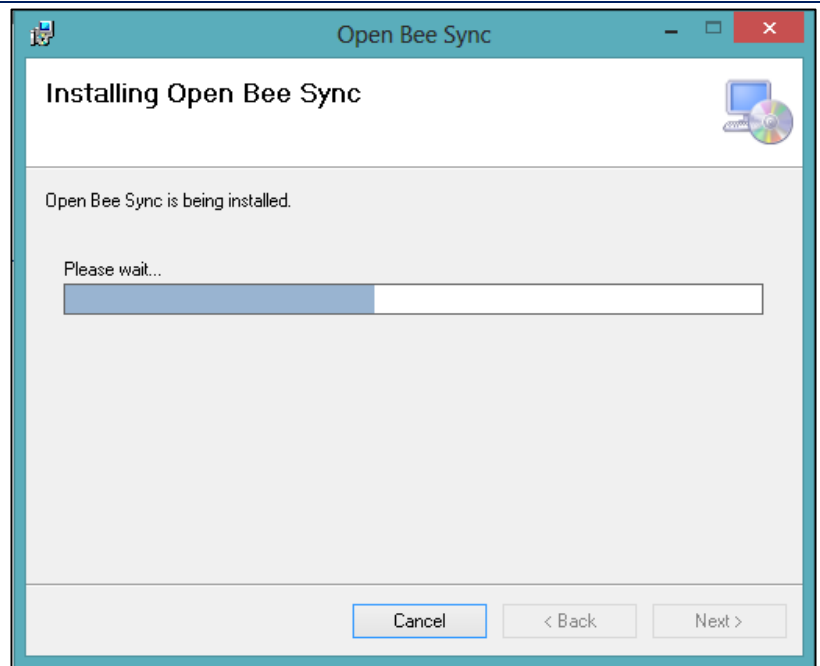


5. A confirmation page displays.

Click "**Next**" to start the installation process.

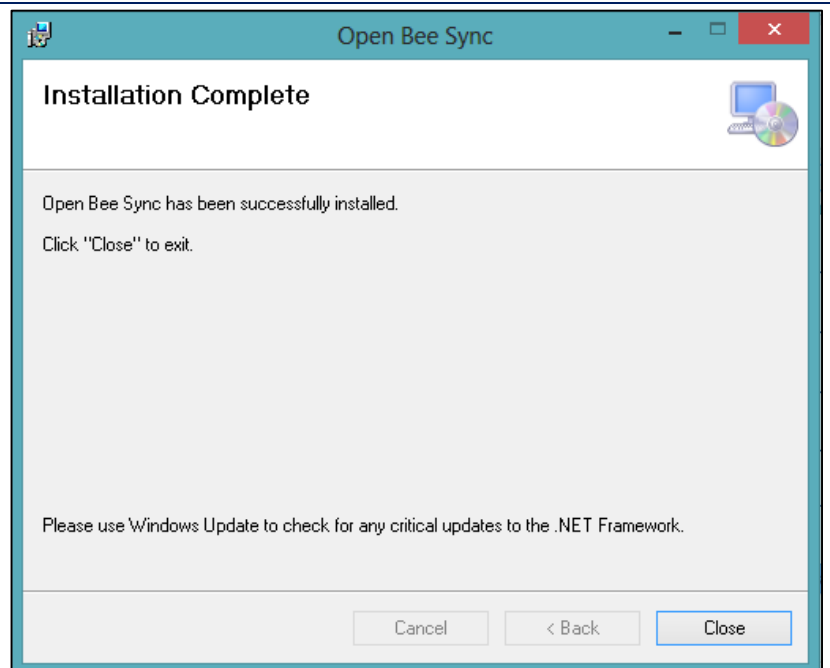


6. Wait until the installation is done.



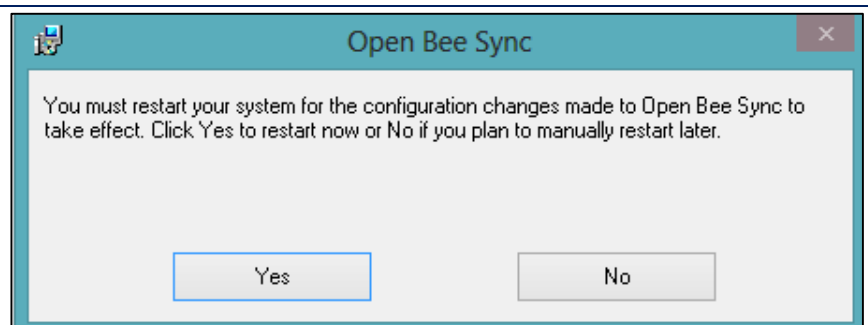
7. The installation is now finished.

Click "**Close**"



8. A small window will display and ask you to restart your computer.

Click "**Yes**" if you want to restart now, or click "**No**" if you want to restart later.






9. A shortcut will be added to your desktop and in your "**Start**" menu (if you use Windows 7 and anterior versions), or in your "**Home**" menu if you use Windows 8.

10. **Double-click** this shortcut to start the software.



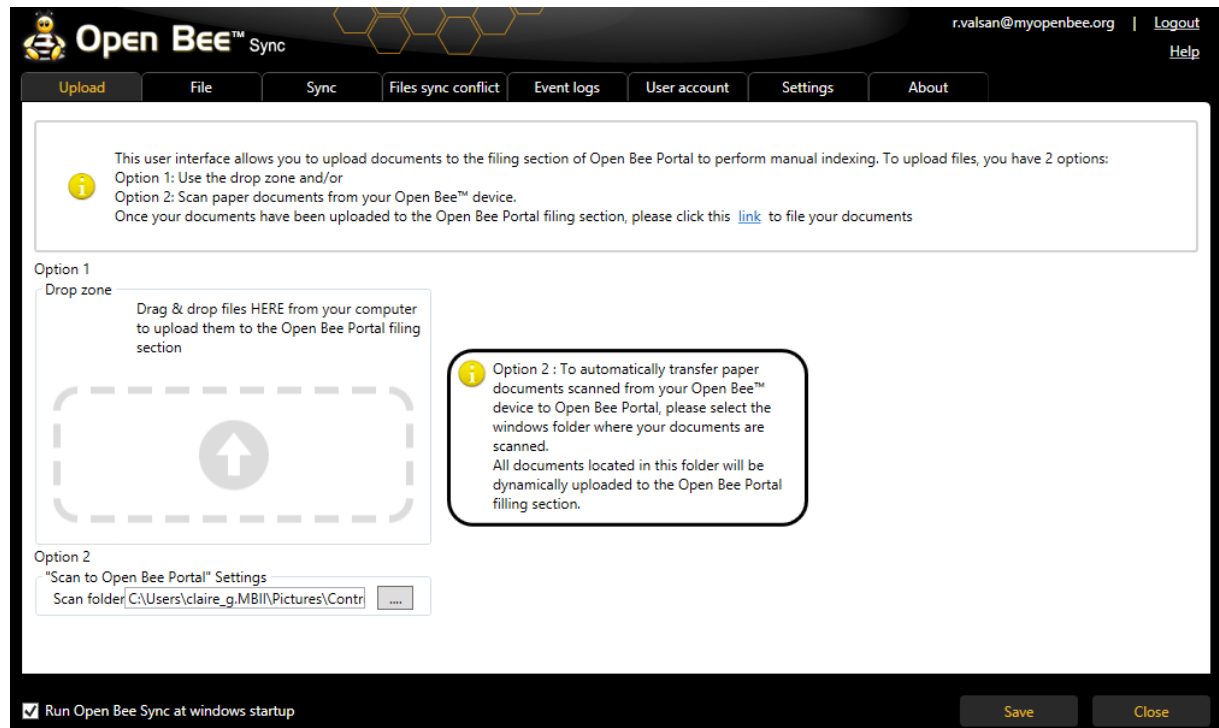
## How to start Open Bee™ Sync

 **In order to use your Open Bee Sync, you must be connected to Open Bee DMS**

To start Open Bee™ Sync, please do the following:

- From the start menu « Start / All programs / **Open Bee™** / **Open Bee™ Sync** »

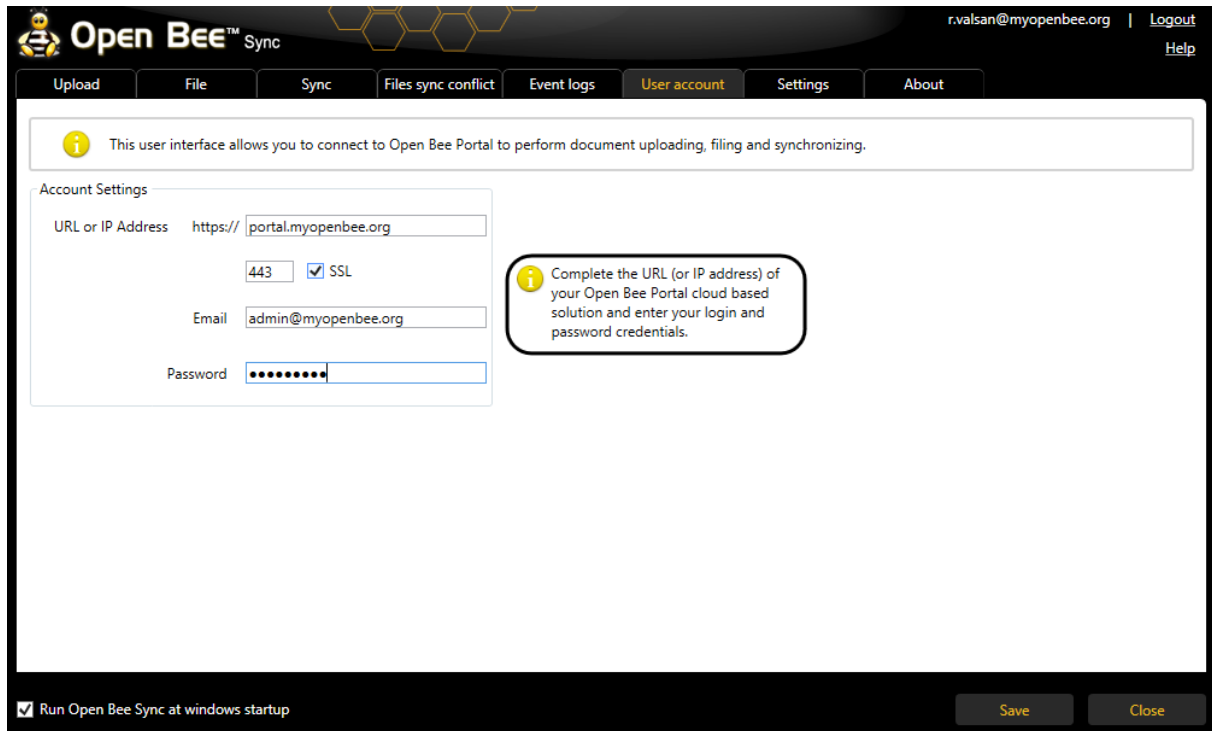
Open Bee™ Sync appears:



## Connect Open Bee™ Sync to Open Bee™ DMS

In order to use your Open Bee™ Sync, you must be connected to Open Bee™ DMS.

Access the "User Account" tab:



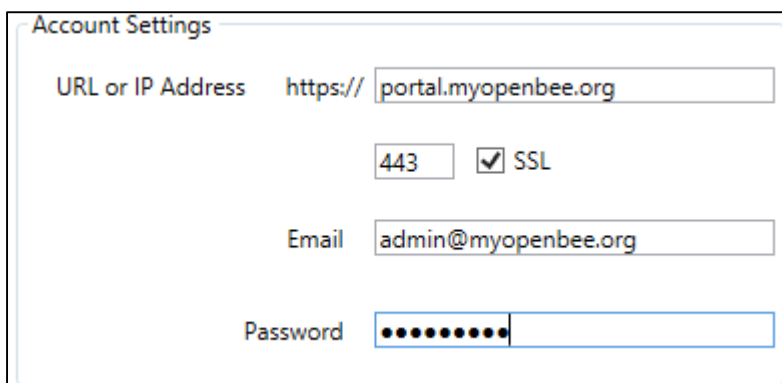
The screenshot shows the 'User account' tab in the Open Bee™ Sync application. The window title is 'Open Bee™ Sync' and the user is logged in as 'r.valsan@myopenbee.org'. The 'User account' tab is selected in the navigation bar. A message box at the top states: 'This user interface allows you to connect to Open Bee Portal to perform document uploading, filing and synchronizing.' Below this is the 'Account Settings' section with the following fields:

- URL or IP Address:
- Port:   SSL
- Email:
- Password:

A callout box with an information icon (i) contains the text: 'Complete the URL (or IP address) of your Open Bee Portal cloud based solution and enter your login and password credentials.' At the bottom left, there is a checkbox for 'Run Open Bee Sync at windows startup' which is checked. At the bottom right, there are 'Save' and 'Close' buttons.

Then fill in the login information, as in the following example:

- Fill in your URL or your IP address of your Open Bee™ DMS.
- Fill in your port and check the "SSL" option if you want to use a secured connection
- Fill in your Open Bee™ DMS username and password

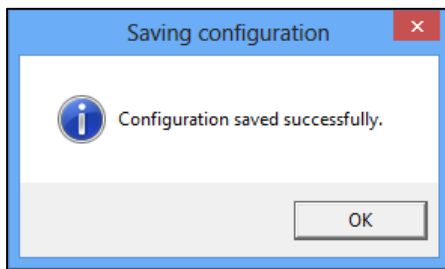


This is a close-up of the 'Account Settings' form. It shows the following fields:

- URL or IP Address:
- Port:   SSL
- Email:
- Password:

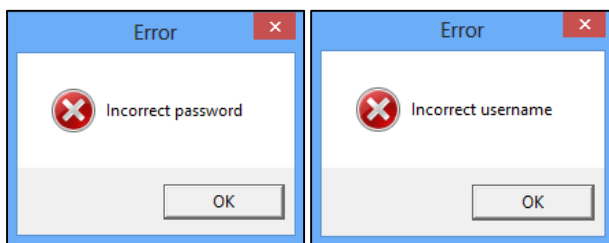
Once you have filled in all the fields, click "Save" in order to establish the connection.

A confirmation window will appear to inform you that the connexion has been successfully performed.



Click "OK".

If your password or your username is incorrect, one of the following windows will appear:



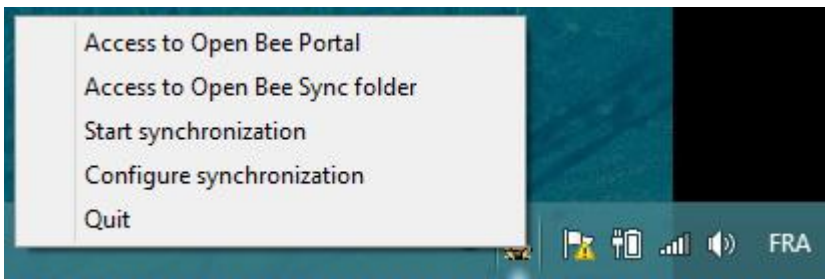
**⚠** *If you don't have an Open Bee™ DMS username or password yet, contact your system administrator to have an account created for you.*

When you are done using Open Bee™ Sync or when you click the red X to close the window, connection to the software is not interrupted.

If you want to re-open the software window, click in your task bar and then double-click on the Sync Tool icon, as depicted below:



To close the software for good, right-click on the small Open Bee™ sync icon, then click "**Quit**".



# Settings tab: Configuring Open Bee™ Sync

## Accessing your proxy server

If your local network has a proxy server, you can configure it in the "Settings" tab.

In this tab, you can also change the display language for Open Bee™ Sync.

The screenshot displays the 'Settings' tab of the Open Bee™ Sync application. The interface includes a navigation bar with options: Upload, File, Sync, Files sync conflict, Event logs, User account, Settings (highlighted), and About. The main content area features an information message at the top: 'This user interface allows you to set up a proxy server (if needed) and select your preferred language.' Below this, there are three main sections: 'Connection Settings', 'Confirmation settings', and 'Language Settings'. The 'Connection Settings' section has a checked checkbox for 'Configure a proxy server', a dropdown for 'Configuration', a text input for 'URL or IP Address', and a port input field. The 'Proxy authentication' section is unchecked and includes 'Login' and 'Password' text inputs. The 'Confirmation settings' section has two checked checkboxes: 'Show Confirmation Transfer' and 'Show Confirmation Uncheck Sync Folder'. The 'Language Settings' section has a dropdown menu currently set to 'English'. At the bottom left, there is a checked checkbox for 'Run Open Bee Sync at windows startup'. At the bottom right, there are 'Save' and 'Close' buttons.

**Open Bee™ Sync** | r.valsan@myopenbee.org | Logout | Help

Upload | File | Sync | Files sync conflict | Event logs | User account | **Settings** | About

**i** This user interface allows you to set up a proxy server (if needed) and select your preferred language.

**Connection Settings**

Configure a proxy server

Configuration

URL or IP Address  :

Proxy authentication

Login

Password

**i** If your network uses proxy settings to connect to the internet, check the box "Configure a proxy server". An automatic detection can be performed. Otherwise you can manually configure your network proxy settings.

**Confirmation settings**

Show Confirmation Transfer

Show Confirmation Uncheck Sync Folder

**Language Settings**


English

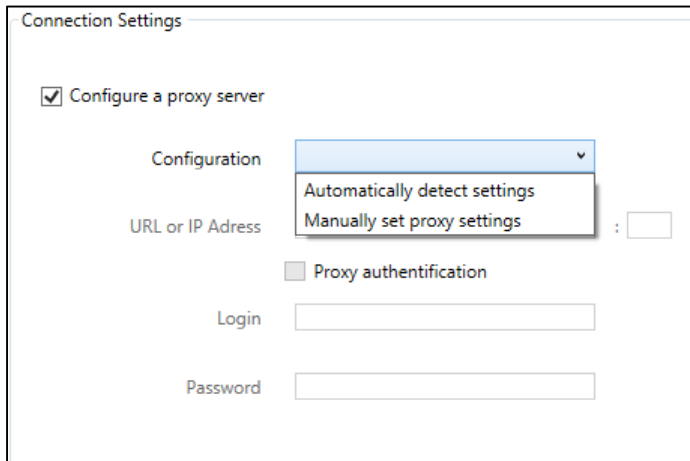
Run Open Bee Sync at windows startup

Save Close

## Automatic configuration of the proxy server

Choose the "**Automatically detect settings**" to do an automatic detection of your proxy server's parameters.

 ***This option is available only if you have checked the "Configure a proxy server" box.***



Connection Settings

Configure a proxy server


Configuration ▼

URL or IP Address :

Proxy authentication

Login

Password

 ***Automatic detection of the proxy server is based on the proxy configuration in Internet Explorer or in the system configuration (Control panel -> Internet options -> Logins -> LAN settings).***

***If you choose the automatic configuration, Open Bee™ Sync will search for a configuration done from Internet Explorer/System and will use it.***

## Manual configuration of the proxy server

Choose the "**Manually set proxy setting**" to do a manual configuration of your proxy server's parameters.

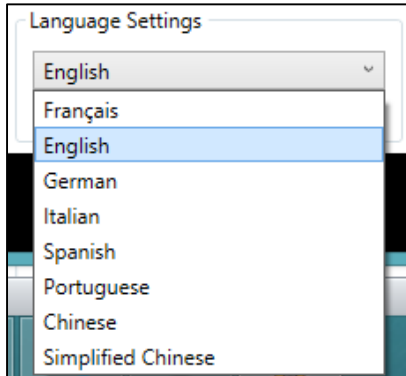
 ***As for the automatic connection, this option is available only if you have checked the "Configure a proxy server" box.***

- Then fill in your URL or IP address, as well as the port your connection uses.
- Use "Proxy authentication" if your proxy is configured with a user and a password.

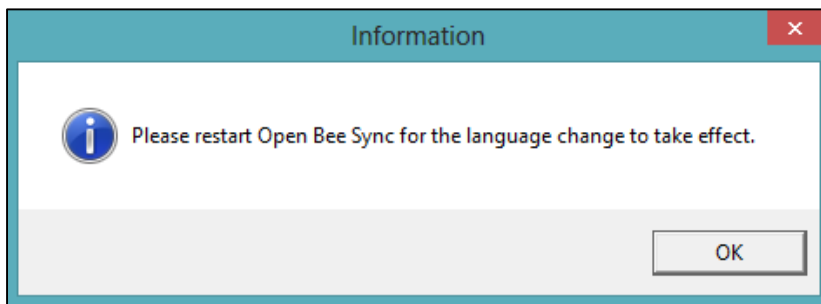
Now type the login and password required for the proxy connection

## Language selection

You can choose the language in which you want your software to be configured as well.

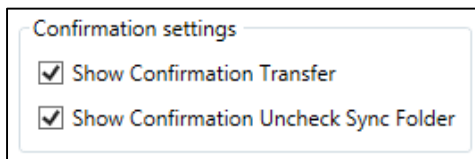


The following window will appear to inform you that you will have to restart Open Bee™ Sync in order for the language change to take effect.

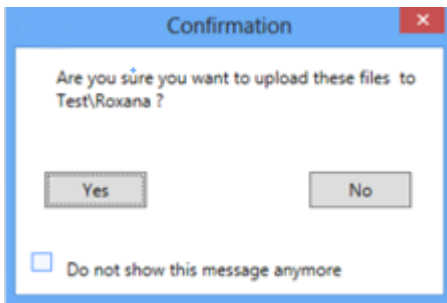




## Confirmations configuration



**Show Confirmation Transfer:** will display the file transfer configuration window in the "File" tab

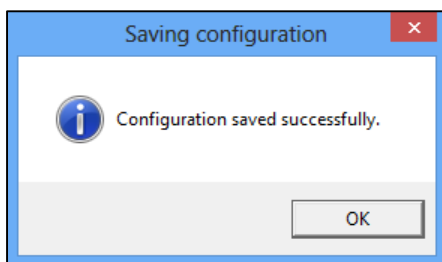


Click "**Yes**" to confirm or "**No**" to cancel.

**Show Confirmation Uncheck Sync Folder:** will display the following information window that informs you that if you uncheck a folder in the **Sync** tab, it will be deleted when you save the configuration:

When you have configured all of your parameters, save the configuration with the "**Save**" button

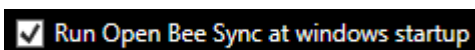
A small window will appear to inform you that the details you filled in have been taken into account.



Click "**OK**".

**Open Bee™ Sync is now properly configured. You can now start synchronizing your folders and files with your Open Bee™ DMS.**

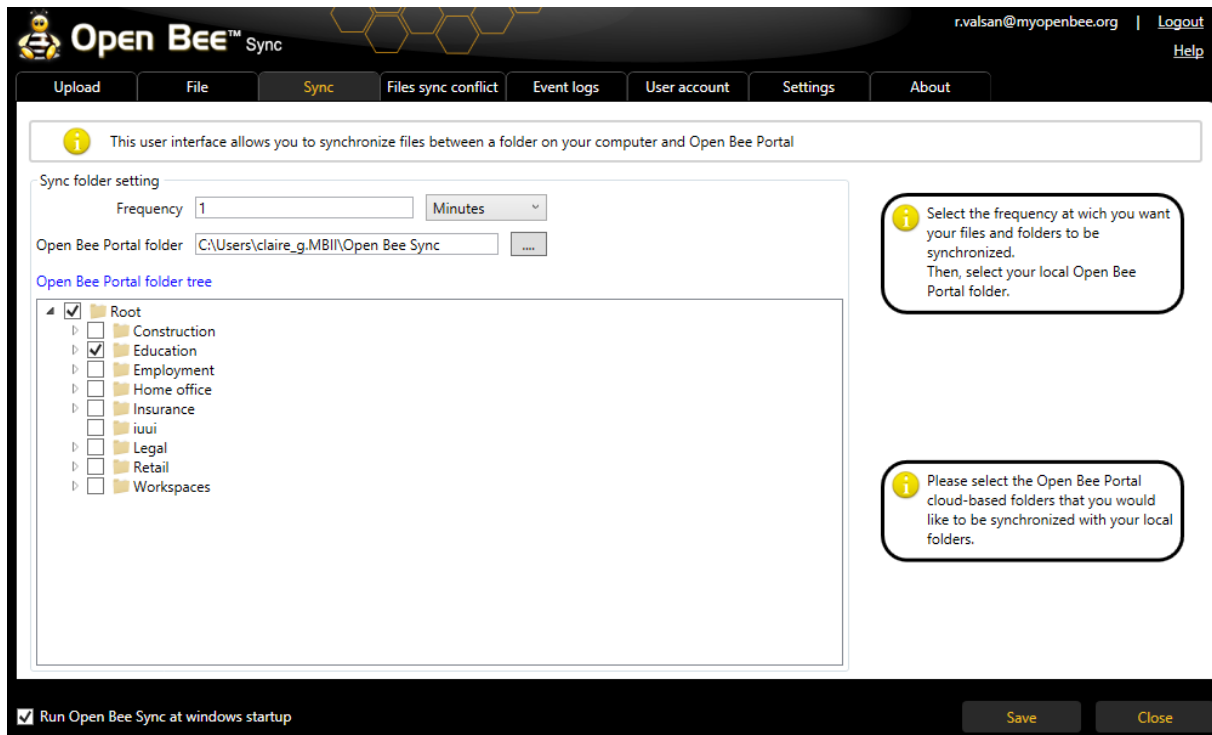
**!** Click "Run Open Bee™ Sync at windows start up" if you want to launch the software when starting up your computer. By default, this option is not active.



# User Guide

## The "Sync" tab

In Open Bee™ Sync, you can use the "**Sync**" tab to enable synchronization of your documents between your PC and Open Bee™ DMS.



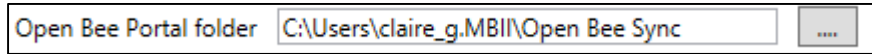
- In "**Frequency**", type the synchronization frequency of your choice. You can choose to synchronize your documents in minutes or in hours.


Frequency  Minutes

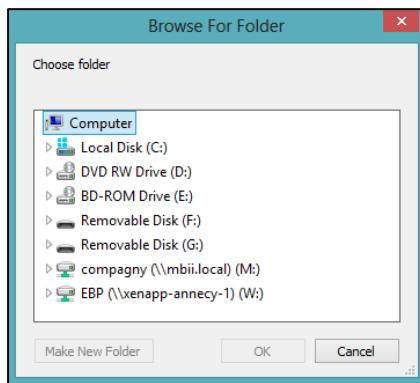
**!** *If, like in the example, you choose 1 and "minutes", your documents will be synchronized every minute.*

- In "**Open Bee™ Sync folder**" please select which folder of your PC will be synchronised with Open Bee™ DMS.

All documents in this folder will be automatically sent to Open Bee™ DMS, and *vice versa*.



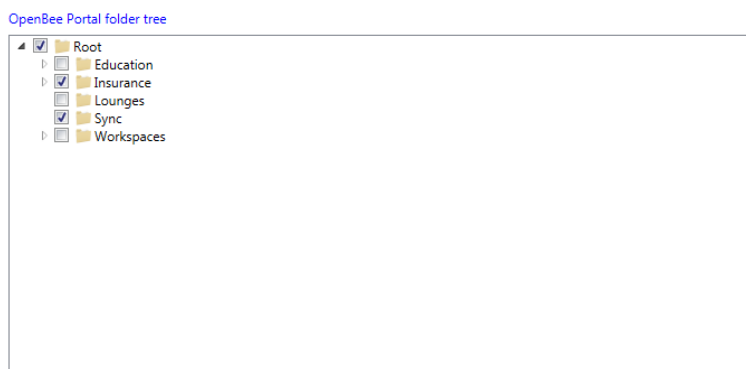
To select this folder, click the ellipses  and select the location you want. The following window opens:



- Choose the location in your tree, then click "**OK**"

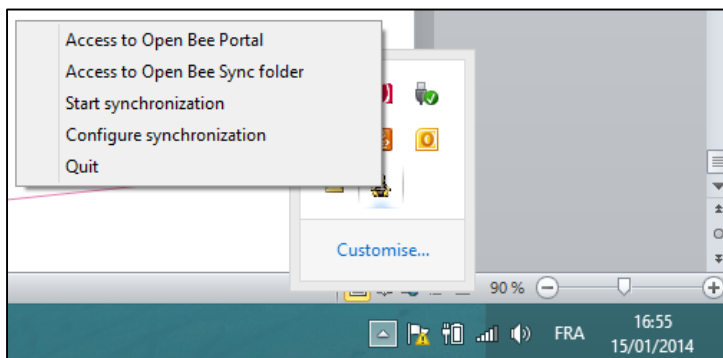
 **Only the files that exist in the selected location will be synchronized and automatically transferred to your Open Bee™ DMS.**

**If you delete files in the synchronization folder, these files will be automatically deleted from Open Bee™ DMS at the next synchronization.**



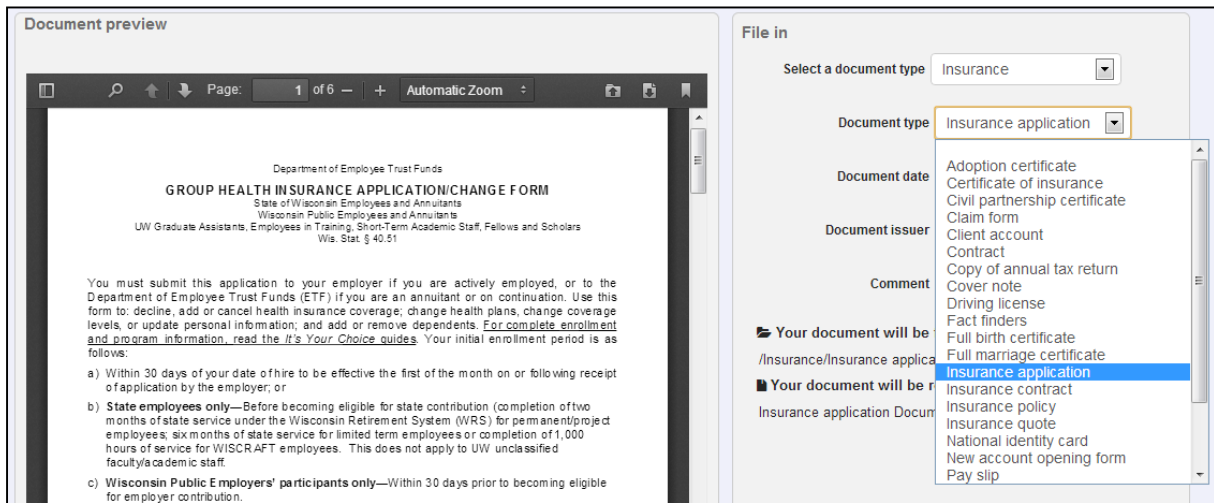
You can also start a manual synchronization. To do so, click the Sync Tool in the bottom right part of your screen, in the task bar.

Left-click on "**Start Synchronization**"



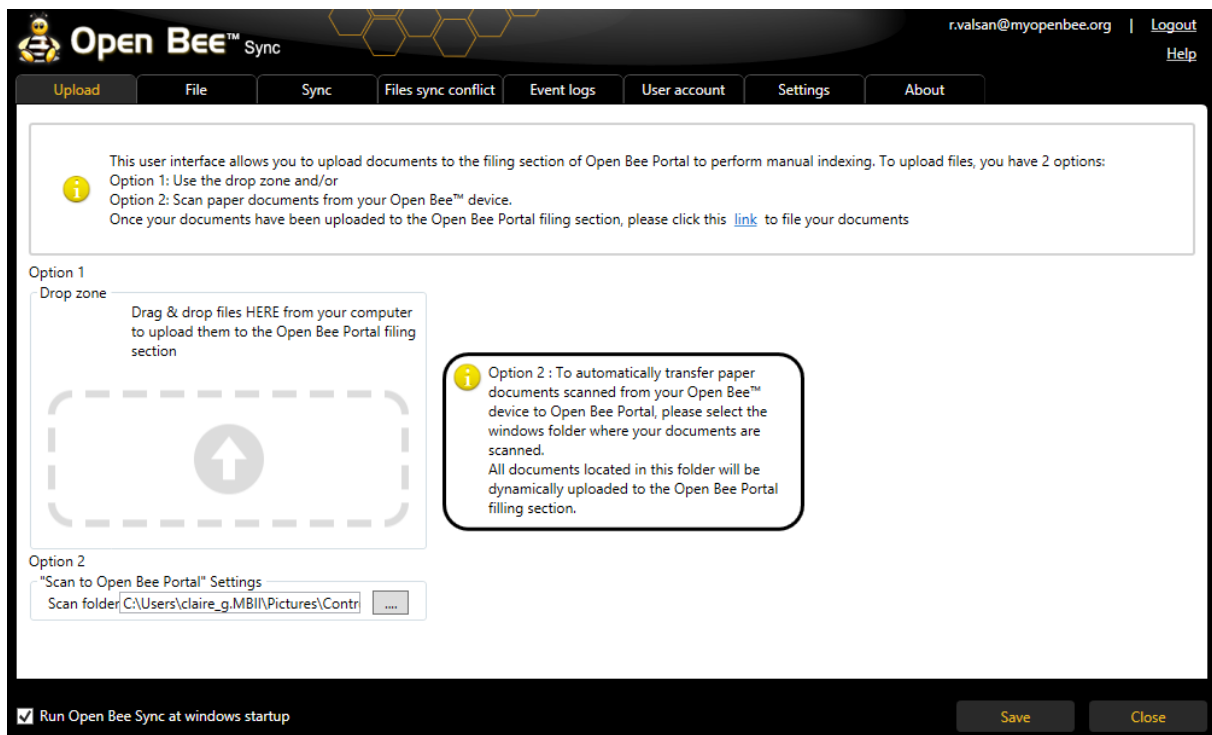
## The “Upload” tab

Open Bee™ DMS include a filing section where you can easily index and file documents that have been previously uploaded.



Please read the appropriate section of the Open Bee™ DMS user manual for more information on this subject.

Open Bee™ Sync enables you to upload documents to this Filing section by using the "Upload" tab.

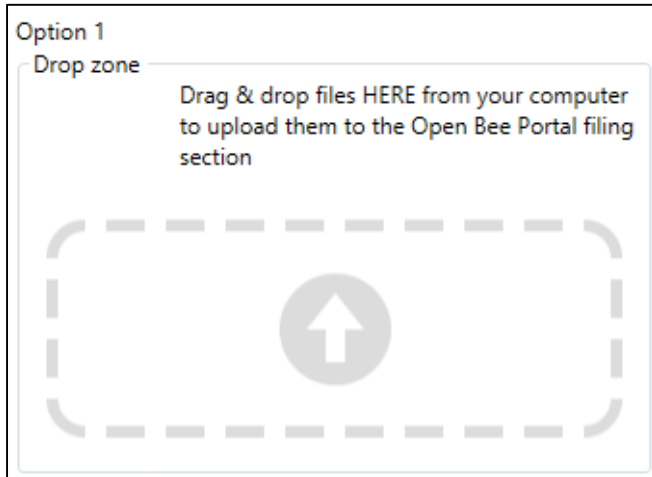


There are two options that you can use to upload documents:

1. Dragging and dropping documents (from your PC) using the “Drop zone”
2. Scanning documents (from any scanner or MFP)

### Option 1: Dragging & Dropping documents

To upload documents to the Open Bee™ Filing section, please Drag and drop your files in the Drop zone marked with dotted line:

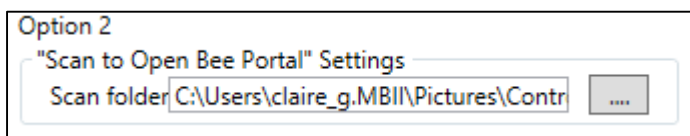


Using this option, you can send as many documents as you want, from your PC to the Open Bee™ DMS's "**Filing**" section.

### Option 2: Scanning documents

To upload paper documents to the Open Bee™ Filing section, please select here the folder (on your PC) where your scanning device drop scanned documents.

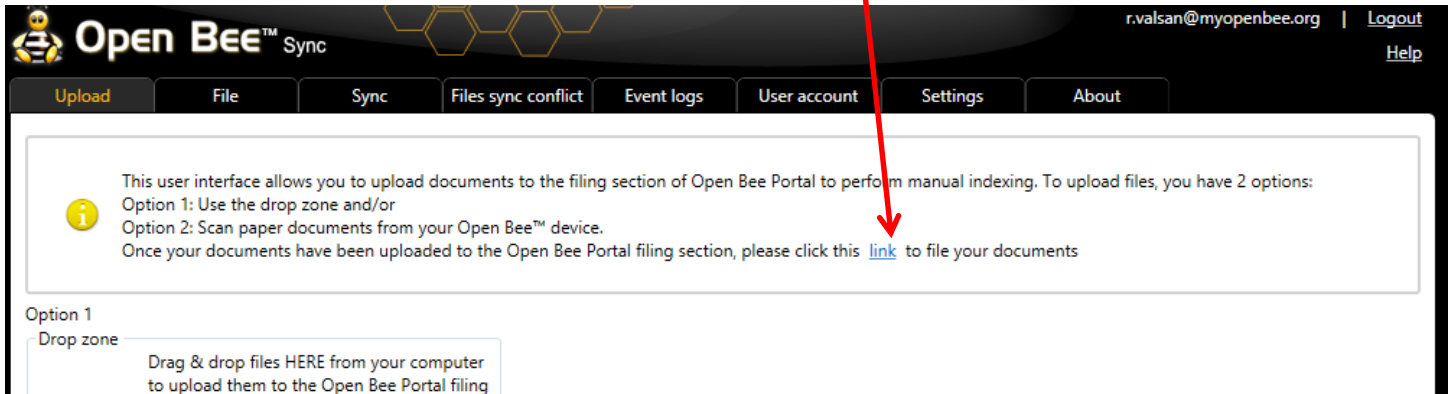
Open Bee™ sync monitors permanently the folder you will select and will automatically send all incoming documents to the "**Filing**" section of your Open Bee™ DMS.



Once you have selected your scan folder, click the "**Save**" button to validate the configuration.

You can now send documents from your scanning solution directly into Open Bee™ DMS' "Filing" section.

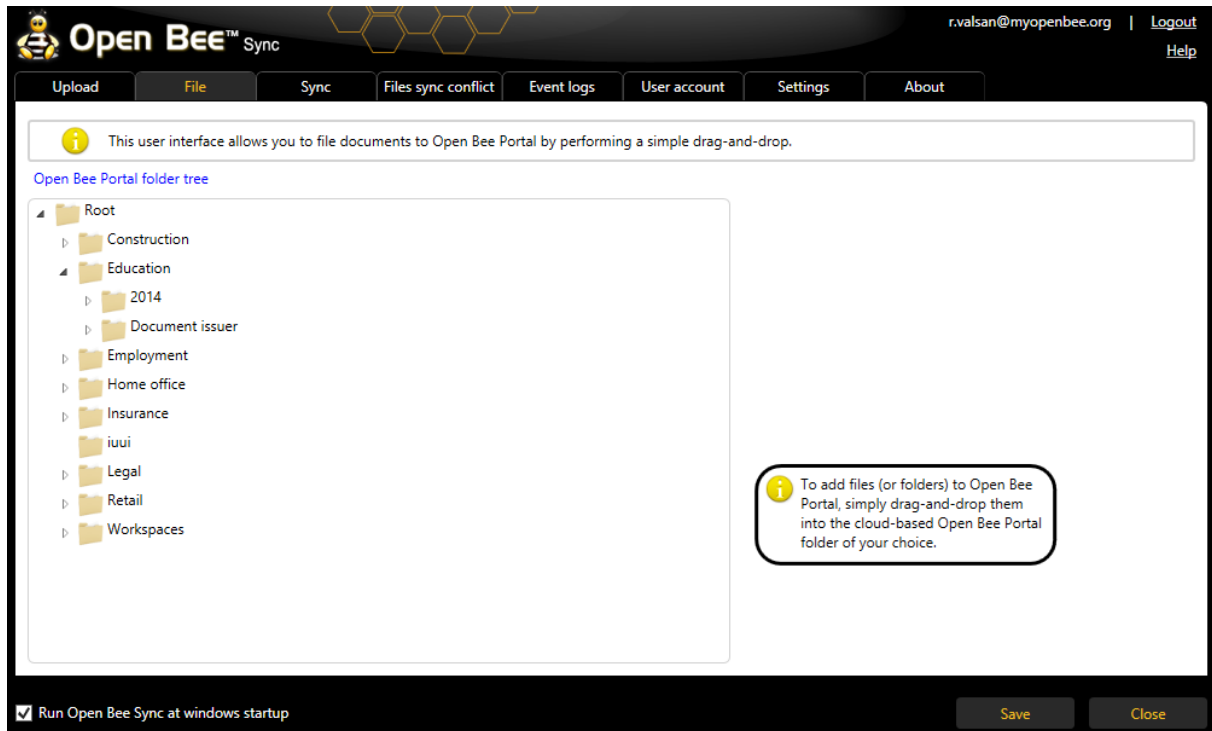
To access your Open Bee™ DMS's Filing section, click the "link" as shown here



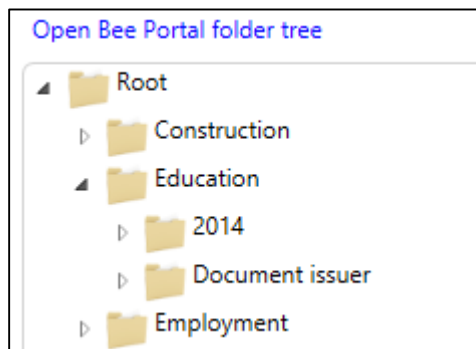
This will automatically open your Open Bee™ DMS application in your default web browser.

## The “File” tab

The "File" tab enables you to bulk upload documents and folders directly into existing folders of your Open Bee™ DMS.



**!** When you click the small "▾" icon next to each folder, you can scroll down the tree and see all of the files contained in your folders.



## File a document in the Open Bee™ DMS tree

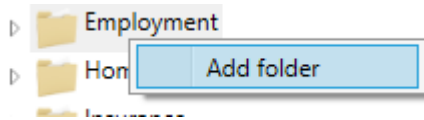
In order to file one or more documents from your computer to a specific folder of your Open Bee™ DMS, just drag and drop them into the target folder.



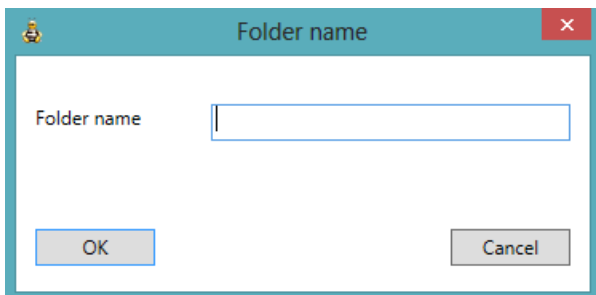
### Creating a folder in the Open Bee™ DMS tree

You can create a folder inside another folder in the Open Bee™ DMS' tree.

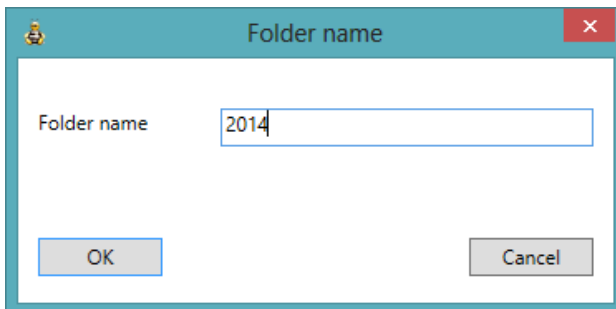
To do so, right-click on a folder in the tree. A menu that contains the "Add folder" option displays.



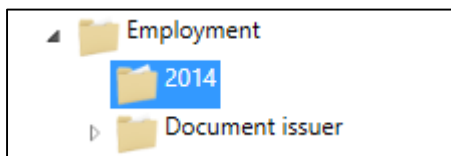
1. Clicking "Add folder" will display the following window:



2. Type in the name of the folder you want to create:



3. Finally, click "OK".



The folder is now created and appears in the Open Bee™ DMS tree.

### Downloading a document from the tree

To download a file, just double-click on the document of your choice. Once the document has been downloaded on your PC, it automatically opens.



**Double click on a document will download this document from Open Bee™ DMS.**

## The "Event logs" tab

The "Event logs" tab gives you information about all the actions that have been performed during your synchronizations and upload operations.

Date time	Local folder	Target folder
15-01-2014 04:04	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\BC400.docx	/Education/2014/BC400.docx
15-01-2014 04:04	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\Facture 35635ER.pdf	/Education/2014/Facture 35635ER.pdf
15-01-2014 04:04	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\Facture 356TR.pdf	/Education/2014/Facture 356TR.pdf
15-01-2014 04:04	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\Facture 425T4Z.pdf	/Education/2014/Facture 425T4Z.pdf
15-01-2014 04:04	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\Facture 5464TY.pdf	/Education/2014/Facture 5464TY.pdf
15-01-2014 04:04	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\Facture 5Z4Z.pdf	/Education/2014/Facture 5Z4Z.pdf
15-01-2014 04:04	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\FactureA24A4 - Copy (3).pdf	/Education/2014/FactureA24A4 - Copy (3).pdf
15-01-2014 04:05	C:\Users\claire_g.MBI\Open Bee Sync\Education\Document issuer\Type of document\Admission form_Document issuer_14-20-21.doc	/Education/Document issuer/Type of document/Admission form_Document issuer_14-20-21.doc
15-01-2014 04:05	C:\Users\claire_g.MBI\Open Bee Sync\Education\Document issuer\Type of document\Admission form_Roxana_14-20-21.doc	/Education/Document issuer/Type of document/Admission form_Roxana_14-20-21.doc
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\BC100.docx	/Education/2014/BC100.docx
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\BC101.docx	/Education/2014/BC101.docx
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\BC200.docx	/Education/2014/BC200.docx
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\BC300.docx	/Education/2014/BC300.docx
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\BC400.docx	/Education/2014/BC400.docx
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\Facture 35635ER.pdf	/Education/2014/Facture 35635ER.pdf
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\Facture 356TR.pdf	/Education/2014/Facture 356TR.pdf
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\Facture 425T4Z.pdf	/Education/2014/Facture 425T4Z.pdf
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\Facture 5464TY.pdf	/Education/2014/Facture 5464TY.pdf
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\Facture 5Z4Z.pdf	/Education/2014/Facture 5Z4Z.pdf
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\2014\FactureA24A4 - Copy (3).pdf	/Education/2014/FactureA24A4 - Copy (3).pdf
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\Document issuer\Type of document\Admission form_Document issuer_14-20-21.doc	/Education/Document issuer/Type of document/Admission form_Document issuer_14-20-21.doc
15-01-2014 04:39	C:\Users\claire_g.MBI\Open Bee Sync\Education\Document issuer\Type of document\Admission form_Roxana_14-20-21.doc	/Education/Document issuer/Type of document/Admission form_Roxana_14-20-21.doc

- In "Date time" indicate the date and time when your document has been transferred/synchronized.

Date time
15-01-2014 04:04
15-01-2014 04:04
15-01-2014 04:04

- "Local folder" displays the location of the local folder/your PC.

Local folder
C:\Users\claire_g.MBI\Desktop\Nouveau dossier
C:\Users\claire_g.MBI\Desktop\Nouveau dossier

- "Target folder" contains the name of the corresponding folder in your Open Bee™ DMS.

Target folder
Meeting rooms
Meeting rooms

- In "File name"

File name
Transfer
Transfer
invoice.rtf
invoice.rtf

- In "**Status**" displays the processing status for your document.



= This means that the transfer/download process for your document is finished.



**The green square** indicates that the synchronization of your document was successful.

**The red square** indicates that a problem occurred during synchronization. It should change to green during the next synchronization.



If you have encountered a sending problem, "**status**" should display:

**"There was an error while uploading the file(s)".**

In this case, the files sent from the "**File**" tab have not been transferred.

They will not be synchronized either during the next synchronization and you will have to send them again from the "File" tab.

Status
Finished
Finished
Finished
Finished
Finished
Finished
<a href="#">There was an error while uploading the file(s).</a>
<a href="#">There was an error while uploading the file(s).</a>
Finished
<a href="#">There was an error while uploading the file(s).</a>
Finished
<a href="#">There was an error while uploading the file(s).</a>

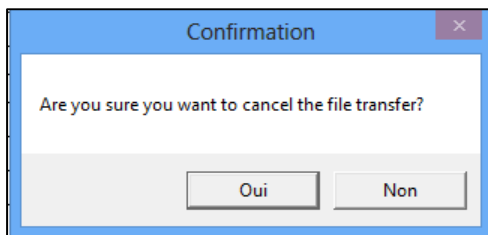
## During a transfer or download process

Transfer	<a href="#">In progress</a> 8/11 sent files
----------	--

If, during a **transfer**, you click on "**In Progress**", you can cancel the transfer, providing that you are transferring several documents (the document currently being transferred cannot be cancelled).

You can interrupt the **download process** in progress for a file.

The following window displays:



Click "**Yes**" to validate the cancellation.

## Transfer finished

The "**File name**" column displays the name of the document and the "**Status**" displays the progress of the transfer:

<a href="#">BC100.docx</a>	Finished
----------------------------	----------

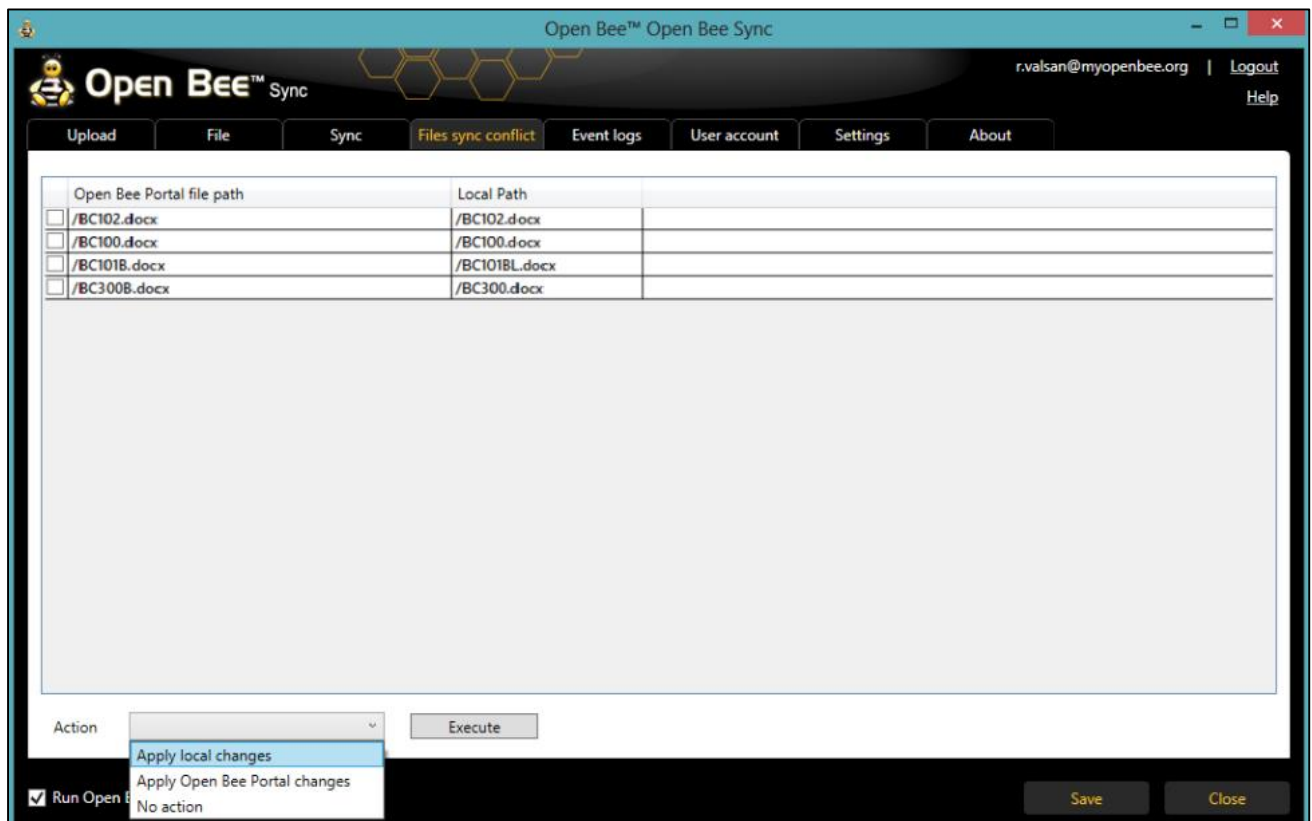
A line is added in the "**Event logs**".

When the download/transfer process is finished, the "In progress" "**Status**" will be renamed "**Finished**".

When the download process is finished, the document automatically opens, its name is changed into a link in the "**Event Logs**" and the document opens if you click its name.

## The “File sync conflict” tab

The “Files Sync Conflict” tab displays the synchronization conflicts between your PC and your Open Bee™ DMS.

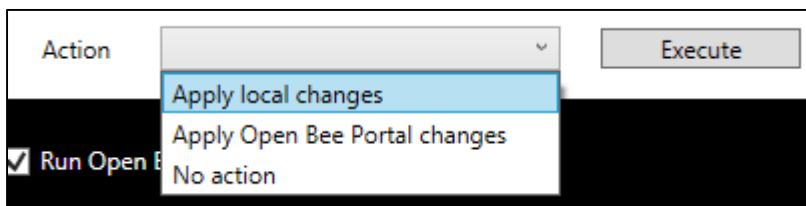


**Presence of folders in this section means that a problem occurred during synchronization.**

A synchronization conflict occurs when a document exists on your workstation and in your Open Bee™ DMS with different saving date (while they are identical, one is more recent than the other). In this situation, Open Bee™ Sync offers you two options:

- You can keep the version present on your workstation and overwrite the version
- You can download the Open Bee™ DMS version and replace the one on your workstation

- The “Open Bee™ DMS file path” column displays the access path to the document that encountered a synchronization problem.
- The “Local path” column displays the access path to the document that encountered a synchronization problem on your computer.
- The “Action” option offers you three choices: “Apply local changes”, “Apply Open Bee™ DMS changes”, “No action”. Click “Execute” when you have selected an action.



**!** *If the document has been deleted on one side and changed on the other, its path will appear as blank in the conflicts table. This indicated that the document no longer exists in the corresponding part.*

### Conflicts situations

In Open Bee™ Sync, conflicts arise when a file is changed on the server and the corresponding local file is changed too between 1 synchronizations.

To explain the notion of conflict, let's examine the following synchronized folders tree:

- Company
  - OpenBee
    - MBII

### Corresponding file

**Definition** = a file with the same name and located in the same folder on the server and locally.

**Example** – Invoice.docx file :

- The Invoice.docx file in the Company/OpenBee folder on the local computer is the corresponding file to Invoice.docx on the server
- The Invoice.docx file in the Company/OpenBee folder on the server is the corresponding file to Invoice.docx on the local computer

### Corresponding folder

**Definition** = a folder with the same name and locale at the same access path locally and on the server. The path to the folder/file depends on the synchronization folder.

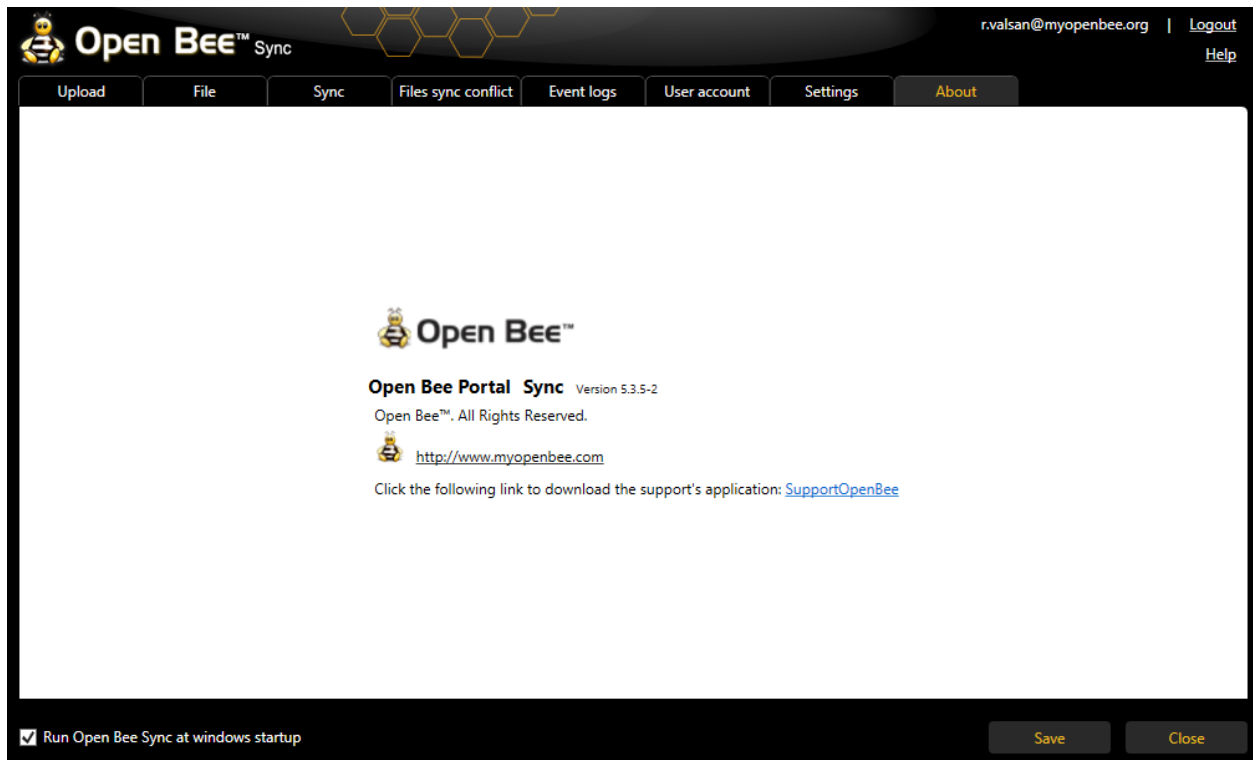
## **Conflict situations**

1. File created locally; file created on the server, with the same name and in the same folder as the local file.
2. File re-created (deleted and replaced by another with the same name) locally; corresponding file changed on the server.
3. File re-created (deleted and replaced by another with the same name) locally; corresponding file deleted from the server.
4. File re-created (deleted and replaced by another with the same name) locally; corresponding file deleted, another file renamed with the same name as the local file in the corresponding folder on the server.
5. File re-created (deleted and replaced by another with the same name) locally; file deleted, another file with the same name is moved into the corresponding folder on the server.
6. File changed locally; corresponding file re-created (deleted and replaced by another with the same name) on the server.
7. File changed locally; corresponding file changed on the server.
8. File changed locally; corresponding file deleted from the server.
9. File changed locally; corresponding file deleted, another file renamed with the same name as the local file in the corresponding folder on the server.
10. File changed locally; file deleted, another file with the same name is moved into the corresponding folder on the server.
11. File deleted locally; corresponding file deleted from the server, another file created with the same name as the old one.
12. File deleted locally; corresponding file changed on the server.
13. File deleted locally; corresponding file deleted, another file renamed with the same name as the local file in the corresponding folder on the server.
14. File deleted locally; corresponding file deleted, another file with the same name as the local file moved into the corresponding folder on the server.
15. File renamed locally; corresponding file re-created (deleted and replaced by another with the same name) on the server.
16. File renamed locally; corresponding file changed on the server.
17. File renamed locally; corresponding file deleted from the server.
18. File renamed locally; corresponding file deleted, another file renamed with the same name as the local file in the corresponding folder on the server.

19. File renamed locally; corresponding file deleted, another file with the same name as the local file moved into the corresponding folder on the server
20. File changed locally; corresponding file deleted from the server (file that has the same name as this one).
21. File not changed locally; corresponding file deleted from the server, another file renamed with the same name, but with a different content placed into the corresponding folder on the server.
22. File not changed locally; corresponding file deleted from the server, another file with the same name, but with a different content moved into the corresponding folder on the server.



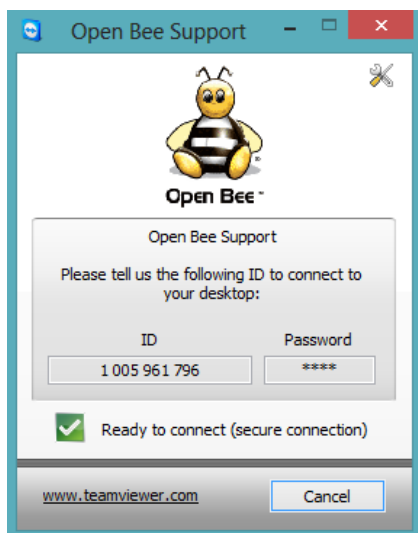
## The “About” tab



In the « **About** » tab, a click on the blue link «[SupportOpenBee](#)» will automatically download the support application.

You will have to install the downloaded support application.

This window will appear:



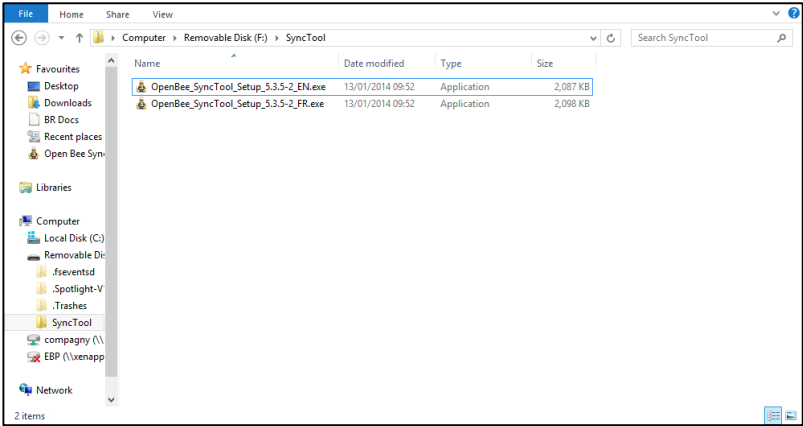
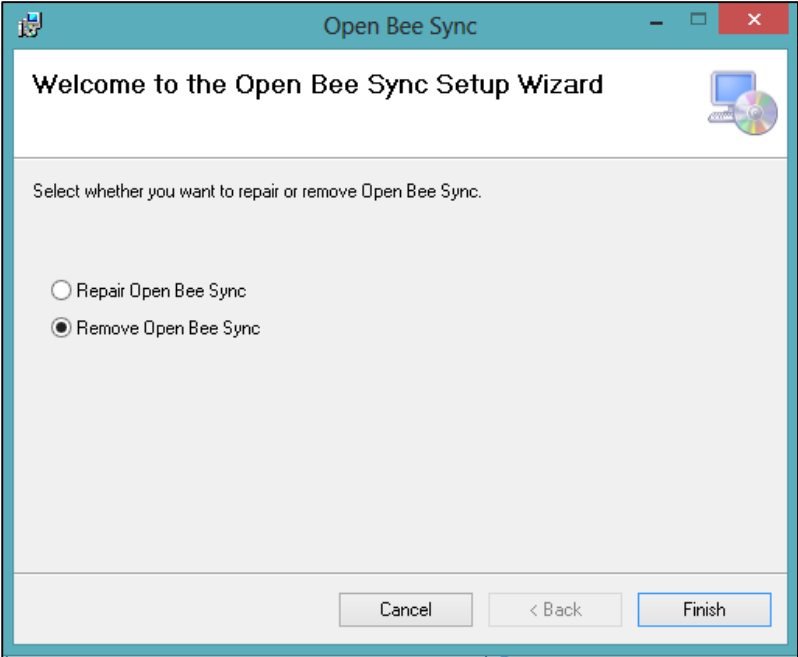
Then, give the user name (ID) to the support person who will contact you.

# Software uninstallation

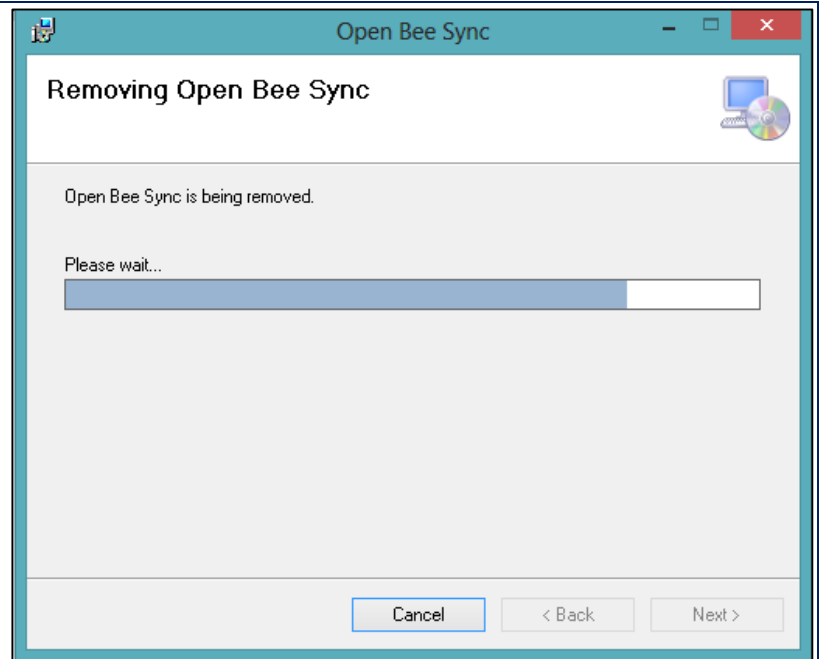
The uninstalling section of Open Bee™ Sync will guide you step by step through the software uninstallation process.


**Before uninstalling Open Bee™ Sync:**

- Close all active applications, especially your anti-virus software.
- Login as an administrator on you workstation.

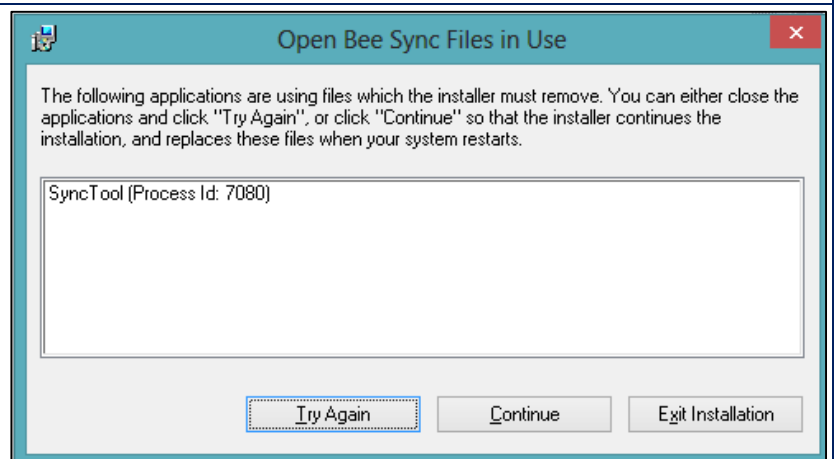
Description	Illustration
<p>1. Double-click "<b>Setup</b>" to run the uninstallation file.</p>	
<p>2. The home page displays.</p> <p>3. Choose "<b>Remove Open Bee™ DMS Sync</b>" and then click "<b>Finish</b>"</p>	

4. Wait until the uninstallation is done.



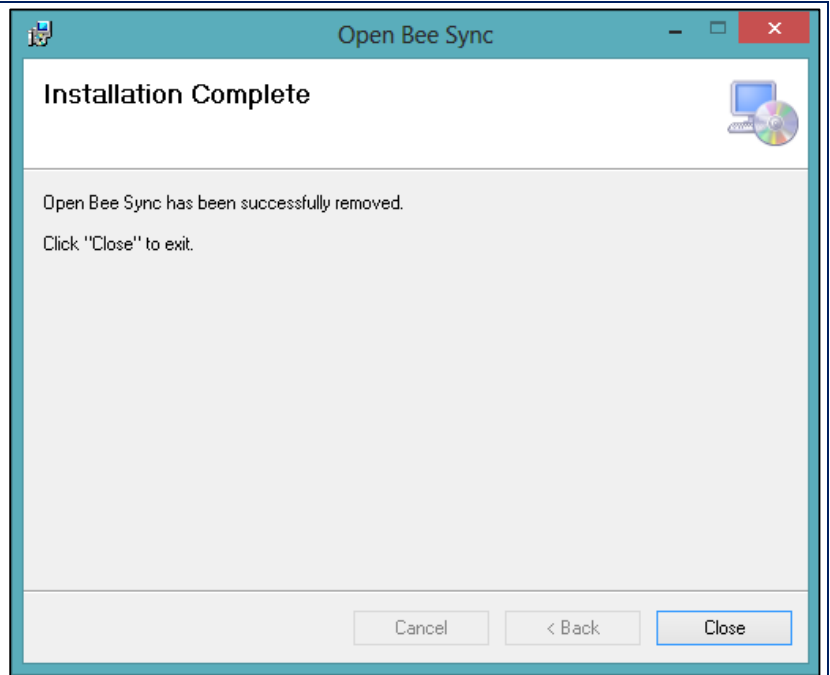
 4.1 If this window displays, it means that Open Bee™ Sync is still active. Access to SysTray, click on the right button of your mouse on the Open Bee™ Sync icon, and then click "**Quit**".

Make sure your Internet browser and the Sync Tool application are closed, and then click "**Try Again**".



5. The installation is now finished.

Click "**Close**".



#### Others possibilities:

- If you have **Windows 7**, you can uninstall the software with the following method: "Start > OpenBee > OpenBeeSync > **Uninstall**".
- If you have **Windows 8**, in the start screen, click right on the Open Bee™ Sync application. A taskbar appears on the bottom of the screen with different options. Click on "**Uninstall**".