



DOCUMENT MANAGEMENT SYSTEM



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COMPONENT & FEATURE

Document Management

Models Your Office Filing Environment
Version Control
Accessible via Web Browser or MS Office
Custom Document Profiling
Compound Document Relationships
Roles Based Security
File & Folder Subscriptions & Notifications
Document Dashboard - Startpage

Search and Retrieval

Full Text Searching
Metadata (Document Profile) Searching
Search Security
File & Folder Subscriptions and Notifications

System Administration

Fast User Account Creation With Directory Server Support
Roles-Driven User Security
Remote Administration via Web Browser
Integrated Help System

Workflow & Collaboration

Simple Document Approval Workflow
Easy Workflow Setup
Real Time Reporting
Personalized Task List
Workgroup Contact Directory

Document Security

Application Level Access Control - User Authorization
Content Level Access Control - User Authorization II
Single Point of Logon - User Authentication
Global Security Services
Session Security Services

FEATURE DETAILS

Models Your Office Filing Environment

document management library models your office filing environment. File cabinets contain drawers that contain categories and categories contain folders and/or documents.

Version Control

provides check-in/check-out ability that prevents documents from being overwritten or deleted as documents are updated.

Accessible via Web Browser or MS Office

Users can access corporate documents via a standard webbrowser or from their favorite MS Office applications including Word, Excel, PowerPoint & Outlook.

Custom Document Profiling

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Compound Document Relationships

Ability to create document-to-document relationships that quickly organize documents into logical groups.

Roles Based Security

Access to any file or folder can be quickly and safely restricted to individual or groups of users

File & Folder Subscriptions & Notifications

Users can subscribe to files or folders and be notified (via email or subscription list) of changes or addition of documents in system.

Document Dashboard - Startpage

Users have a single point of access to all of their content within system including, subscriptions, checked out documents, workflow tasks and announcements

Full Text Searching

The powerful indexing and full text search engine built into the system file management software allows users to search the contents of your favorite file types including Adobe Acrobat, Microsoft Office, (Word, Excel, PowerPoint) and more.

Metadata (Document Profile) Searching

search using any document profile metadata fields including text boxes, single selects, multi-selects or check boxes.

Search Security

ensures electronic document management users can only search against the documents they have access to. This prevents unauthorized documents from being searched and retrieved.

File & Folder Subscriptions and Notifications

As an alternate to searching, users can subscribe to be notified when the version of a document changes or when documents are added to folders.

Fast User Account Creation With Directory Server Support

Quickly create new system user accounts with optional NT Domain, LDAP and MS Active Directory integration. Users are then quickly sorted into groups based on their role in the company.

FEATURE DETAILS

Roles-Driven User Security

administrators can easily control user group (role) access to content and functionality.

Remote Administration via Web Browser

Access software's system administration tools using a standard web browser over the Internet or through a LAN or WAN.

Integrated Help System

Context sensitive help system shortens the learning curve and accelerates system adoption for end users reducing the support burden for network administrators.

Simple Document Approval Workflow

process provides structure for documents needing to pass through several authors and approvers before it is ready for general distribution.

Easy Workflow Setup

Allows users to set-up workflow's without the need for programming knowledge.

Real Time Reporting

Allows users to check on workflow progress and hours spent based on tasks and milestones that are completed.

Personalized Task List

Provides a simple, prioritized task list unique to each document workflow participant. Task Notification of new or overdue tasks via email or centralized task list.

Workgroup Contact Directory

helps centralize contact information for system users and third parties located on other messaging networks.

Application Level Access Control - User Authorization I

Granular, roles-based security allows the Administrator to quickly control the exact level of access a group of users will have to any application. For example, the 'Sales' group of users may only have 'Read' access to the Document Manager application. Security access levels can be specified across the whole company, a department, a group of users down to individual users.

Content Level Access Control - User Authorization II -

Workgroups provide an additional layer of user authorization control by restricting access to content within an application. For example a 'Sales' group of users can be restricted to have only access to documents intended for sales staff. This second layer of authorization control is essential in extranet situations when non-employees need to be restricted to only the content that is relevant to them. Authorization also extends to protect specific document types from being viewed in system by non authorized users.

Single Point of Logon - User Authentication

document management software is accessible through a single, common logon screen providing a secure 'Front Door' to the entire system. Users first log on by providing a unique username and password. Each user's password is encrypted and verified against their account information held in a secure user accounts database.

Global Security Services

IP blocking, time and day of week blocking and session timeout controls can be set to further restrict when Synergy is available and who it is made available to.

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Session Security Services

Users are automatically disconnected after a configurable period of inactivity. Session variables are kept server side, and no information is left on the client browsers. This way if a different user accesses the browser at the same computer, no information is available until they log on as a new user.

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