



# DOCUMENT Management

## Ever lost an important document or communication? Did it impact your business? Could it impact your business?

All organisations have an infinite amount of valuable knowledge, experience and expertise, the challenge is the effective storage and utilisation of all this "knowledge".

An effective integrated document management system is a key part of any organisations knowledge management strategy.

ST Synergy offers just such a powerful, integrated solution.

ST Synergy supports the creation and storage of all types of documents including both 'physical' and 'electronic' representations.

Users are able to create, locate, view, manage, finalise and dispatch documents from one location within the system.

A 'document' can take many forms including:

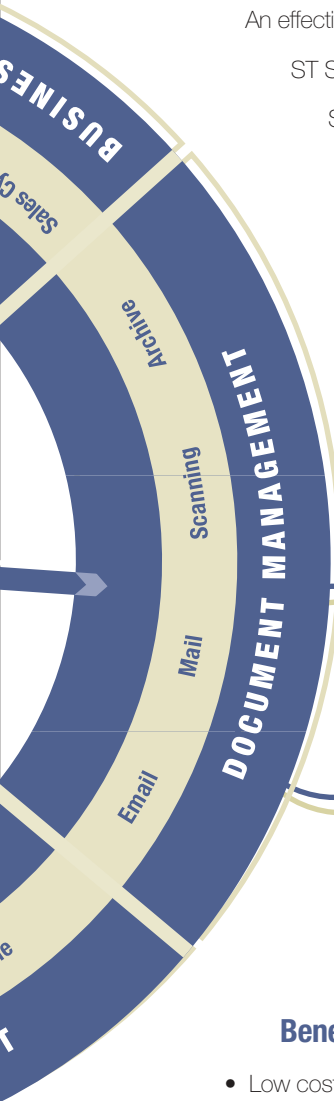
- Spreadsheets
- Images
- Voice files
- E-mail messages
- Text formats

### Features

- Fully customised document categorisation.
- Automatic reference number generation.
- Electronic or paper media supported.
- Secure check in – check out process.
- All Microsoft formats supported.
- Supports Universal Naming Convention.
- Provides full mail and dispatch management.
- Powerful search functions.
- Supports full document template processes.
- Facilitates remote document access.
- Integrates seamlessly with corporate Intranets.
- Supports "intelligent" documents that can include "business rules".

### Benefits

- Low cost implementation by support of industry standard databases.
- Reduced downtime and cost of implementation by conversion of existing document databases if required.
- Reduced operating costs by ensuring company business rules are adhered to.
- Never lose a document, correspondence, note, email ever again.
- Always secure in the knowledge that users/customers have the latest version of an agreement, contracts etc.
- Speedy retrieval and storage of all media.
- Secure control over all media.
- Reduce operating costs by reclaiming expensive wasted floor space currently used by filing cabinets etc.
- Increase staff efficiency and management.
- Increase customer satisfaction by always being in control.





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## ST SYNERGY

ST Synergy was established in 1993 and listed on the Australian Stock Exchange in 2001. Since 1995 the system has been deployed in many organisations throughout Australia across a variety of industry sectors. ST Synergy is multi award winning, featuring highly in Microsoft Windows and other industry awards.

***"ST Synergy has reached a level of excellence that sets it apart from the norm and is a tribute to the leadership position it has established."***

### Bill Gates

Ongoing research and development ensures the continued growth of an already highly successful enterprise management system.

ST Synergy's unique offering operates seamlessly across the 4 key areas of today's business hot spots:

- Customer Relationship Management
- Workflow and Project Management
- Document Management
- Business Intelligence

### Open System Architecture

ST Synergy is an object oriented, multi user, 32 bit Windows based application that supports Windows 95/98/XP and Windows NT 4.0/2000 operating systems.

It is a fully scalable client-server application that allows the enterprise to select a database backend that is best suited to the clients particular specifications.

Database integration is provided for:

- Microsoft Access (Suggested Use 1-5 users)
- Microsoft SQL Server (Suggested use 5 - 200 users)
- ORACLE (Suggested use 40+ users)

### Integration

The system offers seamless integration with industry standard applications such as Microsoft Office 2000.

Advanced email integration allows for linking to Outlook 2000/Exchange Server and Novell Groupwise.

### Other Services

- Certified Training.
- Business Process Review.
- Project Management.

## CLIENT COMMENTS

*"It is fair to say that Synergy has had a significant impact on the way our business is managed. Our knowledge base is an extremely important aspect of our business - we are now able to manage and access it in ways which often "knocks the socks off" our customers."*

**Dan Colgan, GTSA Engineering**



ST Synergy Ltd. ABN 84 060 369 048

Suite 3, 17 Foley St, Balcatta WA 6021 Australia

The Jewel, 566 St. Kilda Rd, Melbourne Vic. 3004 Australia

T 61 8 9345 2677 F 61 8 9345 3886

T 61 3 9526 8470 F 61 3 9526 8474

W [www.stsynergy.com](http://www.stsynergy.com) E [info@stsynergy.com](mailto:info@stsynergy.com)