Exact Synergy Enterprise: Information Management

"We have a complicated process with lots of intensive customer service needs. It's difficult using only paper files to store and communicate information because a file can only be in one place at a time."

—Andrew Elstein, Vice President & COO Creative Closets

Corporate information can be defined as all email, notes, photographs, design documents, schedules, skill sets, budgets, forecasts, strategic and project plans, manuals, financial statements, Web content, legal documents, patents, business procedures, marketing materials... everything your company knows and the unique way it applies that knowledge to create competitive advantage in the marketplace.

Unfortunately, without Synergy Enterprise, your most important source of knowledge walks out the door every night.

Protect and Leverage Your Information to Create Value

Leveraging the information of a business has become as important as money for accelerating the growth of business. But fragmented information, whether located on laptops, file cabinets or in the memories of your employees, needs to be captured, organized, and made available when needed.

Exact Synergy Enterprise is a Web-based business management solution that enables all of your corporate information to be shared and accessed from one centralized repository. With Synergy Enterprise employees have the tools to manage and plan their own efforts and to share their work and knowledge. Everyone in the organization, with access to stored information, is able to more actively and effectively communicate with and respond to clients, vendors and one another. From now on, your critical corporate information won't be on vacation or in the one place you didn't think to look.

With Synergy Enterprise, information management is intuitive and controlled. All information is electronically stored and associated to corporate workflow, projects and assets. This makes visibility into information capital multi-faceted and provides an automatic audit trail that translates into streamlined communication for a more productive and visible workforce. With Synergy Enterprise you can finally stop wasting resources solving the same problems over and over again.

With Exact Synergy Enterprise you can:

- Leverage the intelligence of individual resources throughout the organization
- Take advantage of a complete, centralized location of all detail crucial to your business
- Better access and organize information through Web-publishable documents
- Share knowledge across the company
- Open communication with customers, business partners and employees
- Capture the context of every business event or transaction
- Complete projects more efficiently and effectively

Turning Ideas Into Profits

Every business faces the reality of employee turnover and retirement. The sources of a company's expertise and experience may leave at any time. Businesses need to find a way to capture and retain this knowledge.

Exact realizes that information is an asset and in order to have value, that information needs to be tangible and accessible. By getting the right information to the right people at the right time, and associating that information with every business component, employees, as well as your customers and partners, gain efficiencies and make your company more valuable.

Document Creation, Storage and Management

All documents in Synergy Enterprise include category and type definitions that foster more robust organizations. Meeting notes, emails, product announcements, policies, education manuals or supplier invoices can be categorized by marketing, management, finance or by any category defined by your company, making them easier to find and act upon quickly.

Security Definitions

Every Synergy Enterprise document requires a security level for controlled accessibility. This means your information can be shared at various levels within the company as well as externally at your discretion.
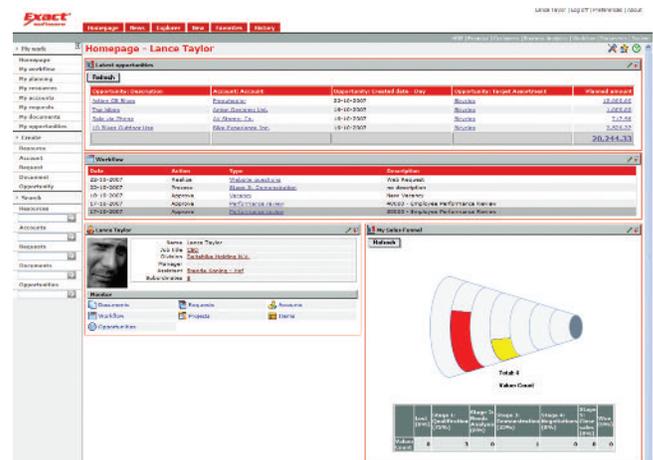
Consolidation Without Duplication

Once a document is scanned, uploaded or entered into Synergy Enterprise, it is the only version that exists for reference, ensuring that identical information is shared by all those who view it. Multiple copies/versions no longer exist, simplifying cooperation amongst employees and speeding decision-making.

Website creation

Synergy Enterprise documents can be published to create Websites for specific audiences, containing content such as product and service information for clients, customer management administration for sales reps or human resource policies.

Exact Synergy Enterprise Information Management Features and Functions:

- Creation, categorization, storage and publication of any document
- Advanced search and reporting features
- Individual customizations of document views
- Creation and maintenance of Websites
- ISO Certification procedure
- Integration with Microsoft Office (Word, Powerpoint, Frontpage, Outlook, Excel)

Custom create and maintain your own Websites/Portals with Exact Synergy Enterprise.

As a leading competitor in your market, you need to protect and leverage what is uniquely yours: your ideas, your processes and your knowledge worker assets. Managing corporate information is critical to management best practices. Breakthrough ideas will only create new value and revenue if you're able to capitalize on them faster than your competition. Speed requires that an organization is able to leverage those ideas through the uniquely efficient and proactive set of tools offered by Exact Synergy Enterprise.

For more information about Exact Synergy Enterprise, please contact your Exact Software business partner or account representative today, or visit www.exactamerica.com/synergy.