



DOCUMENT CONTROL



Simple and easy to use, our document control system has everything you need to manage, classify and approve internal documents across teams.

Document Control. Delivered.

Ever wished your document control process was more flexible, reliable, and provided document revision status? We did too. Synesis has developed a fixed-scope, fixed-price document control deliverable that includes both software and implementation services. We have combined the power of SharePoint with intuitive, flexible workflows to deliver an exceptional document management solution.



User-Friendly

Simple and easy to navigate, including dashboards, alerts and notifications, task assignments, follow-ups and emails.



Simple Integration

Integrate with Microsoft Office, Office 365 or your existing ERP/CRM system.



SharePoint-Based

Save your files in SharePoint for easy retrieval, storage and sharing. Multiple document types and custom templates are supported.

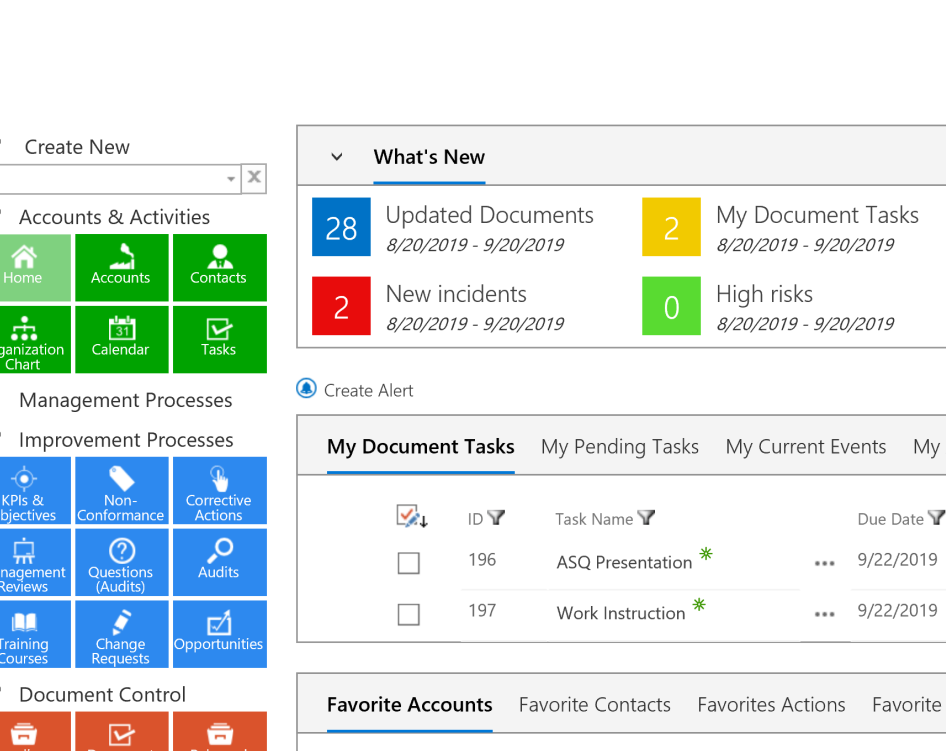
Get in touch:

+1 (864) 288-1550
www.SynesisIntl.com



SharePoint-Based

DOCUMENT CONTROL



The Synesis Difference

With over 25 years of experience as a consulting and implementation firm, our sweet spot is leveraging technology to help companies harness their growth. Manufacturing, distribution and customer service is our thing, with primary expertise in Enterprise Resource Planning, Quality Management and SharePoint-based solution development.



Document Security

Ensure the appropriate people can open, view and modify specific documents with item level permissions.



Document Index

Search files systematically for quick retrieval by categories or metadata information.



Version Control

Stay in control of your document's versions without having to maintain multiple copies of a single document.



Bulk Upload

Mass upload your documents with flexible built-in metadata definition.



Document Hierarchy

Documents can be associated through libraries, lists or attachments.



Audits

Audit trails provide insight into users, date/time the document was accessed and type of action performed.