



Unified Office

The Syntapa Unified Office is a component-based framework that leverages Microsoft SharePoint to unify and integrate current business applications, data, and communications environments with other industry standard technologies from Microsoft and others. The Unified Office™ allows organizations to manage every single aspect of their day-to-day business anytime, from anywhere, and on any device through **one role-based portal screen**.

SharePoint has been one of the greatest collaboration technologies to ever come from Microsoft. For over 10 years now, the SharePoint solution has been providing content management, enterprise social networking, powerful intranet search, portal creation, management, and collaboration capabilities. Yet, very few organizations have been able to fully



realize the potential that SharePoint has to offer.

One of the key elements to a successful SharePoint implementation is to recognize that

SharePoint is not a product in of itself, but rather a development platform. For this reason, many organizations have not recognized the amount of time, money, and development resources that is required in order to begin realizing value from their SharePoint investments.

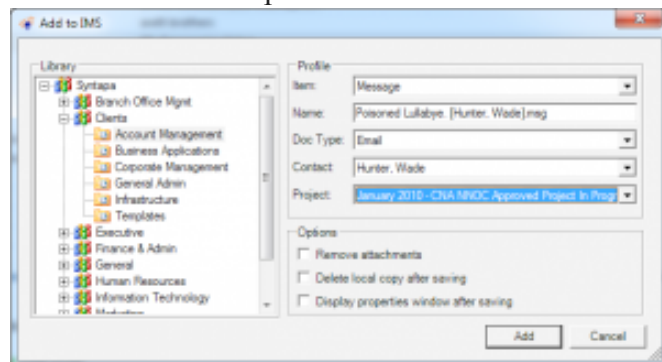
It does not matter if you are looking to start from scratch to build a truly integrated information management system, or if you already have SharePoint deployed, the Syntapa Unified Office solution will help you to quickly and easily unify and manage your enterprise's information and business application needs. Rather than having to pay for expensive development resources to build your information management system on SharePoint, the Unified Office solution can be deployed and

providing returns within a matter of days...not weeks, months, or even years.

The Syntapa's Unified Office is a web-based enterprise platform which is built upon the Microsoft SharePoint solution, and by leveraging both new and existing systems investments it can provide almost immediate returns for any organization that is looking to manage many different clients, documents, projects, or content.

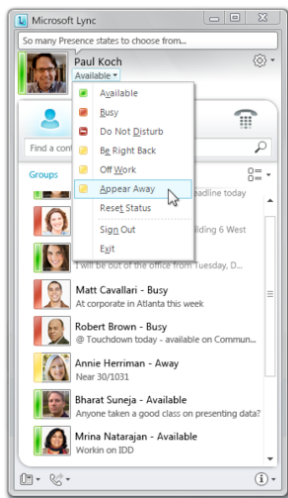
Although we have tried to stay consistent with the standard look and feel that users are used to seeing within their Microsoft tools, the Unified Office offers many capabilities and features that are not available with the “out of the box” SharePoint:

- Unified Document and Content Management: One of the biggest challenges that organizations face is trying to track and manage documents and content from emails, various network drives, and on individual user computers.



Often, the result is that there is inconsistent content

being used both internally and externally, minimal workflow capabilities, little or no auditing capabilities, and increased time required to respond to client requests. The Unified Office solves these issues and increases your ability to easily manage your content, and your client interactions with our “Add To” capabilities.



• **Team Collaboration:** The Unified Office not only enables, but encourages collaboration on content, projects, and ideas. We have fully leveraged SharePoint and other Microsoft technologies (Lync, MS Office, Exchange, etc.) to create a central location where users can meet, work, and exchange information.

- **Central User Portal:** The Unified Office creates a central portal screen which is the first thing that users see when they login to their systems. We have built the central portal to not only give each user access to the key tools that they need throughout the day. We have also built it using the same look and feel that they are used to from the various Microsoft Office products.
- **Client or Project Summary:** With the constantly increasing advancement of the Internet, social media, mobile devices, and various communication tools that are available to clients today, the ability to effectively manage and respond to client requests can make or break a company. Many organizations fully realize that having quick access to all of their client data, historical information, communications, and project information enables them to have a competitive advantage. The Unified Office enables you to gain an advantage over your competition through our Client Summary roll-up capability.

- **Access anytime...from anywhere:** In today’s fast paced world, mobile devices are often one of the first things we pick up in the morning and often one of the last things that we see before turning in for the night. With the increasing number of clients, projects, and requests coming from all parts of the world it is vital for users to be able to access and manage client and business data from their mobile devices. The Syntapa Unified Office enables synchronization of tasks, calendar items, and client information using ActiveSync. As our solution is a web portal solution, it also enables users to gain full access to key data and information anytime from anywhere using the web, through their mobile devices, and tablet computers.



Syntapa Unified Office Requirements: One or Two Servers with minimum of 8Gb RAM (12Gb Preferred), running SQL Server 2008 R2, SP1, SharePoint 2010 Enterprise

The above are just some of the key features of the Syntapa Unified Office solution. Give us a call today to learn more about the Syntapa Unified Office and how it can help you to unify your organization. You can also visit our website at www.syntapa.com to learn more about us, and to see a demonstration of the Unified Office solution.

Syntapa Technologies is a Canadian Microsoft Certified Partner, and we have over 25 years experience in designing, implementing and supporting integrated enterprise-wide business systems solutions that satisfy real business requirements.