

Archiving and Publishing, how to make it work quickly.



Symtrax Customer Engineers hold deep knowledge on Output Management Solutions as well as the ability to fit your specific business environment and needs. They collaborate closely with our Software Product Managers, thus incorporating best practices into our service solutions.

In continuation of our level of commitment on customizing according to your needs, this solution can be offered with a combination of onsite or remote service, all steps at once or in phases, on work for hire or fixed bid basis. A prototype of your solution can be implemented allowing you to have a proof of concept.

Please consult our Solution Managers at www.symtrax.com on the best suited approach for your specific project.

SOLUTION IMPLEMENTATION	Project Specifications 2 days recommended	
	<ul style="list-style-type: none"> • Meeting your needs with legal and regulatory requirements (cf. <i>White Paper Electronic Invoicing and auditable documents – 6 rules to be compliant with European Community legal requirements – Dec. 2008</i>) • ERP output document identification & life cycle • Archiving Rules – Document Properties <ul style="list-style-type: none"> ○ Variables to identify and select for indexing purpose ○ Matching archiving rules with searching needs ○ Added value implementation suggestion (e.g. PDF properties, database content) • Categorization and classification of information • Tailoring archiving and publishing functionalities • Synchronising update with enterprise needs • IT Architecture & Archiving performance <ul style="list-style-type: none"> ○ Advise on SQL Server components & features ○ Performance positioning in existing benchmark (cf. <i>Compleo Archivor v4.4 Benchmark – Sept. 2008</i>) • Implementation Type selection <ul style="list-style-type: none"> ○ Active Directory or SQL Server security – Options and advantages • Defining project schedules, phases and deadlines 	
	PROJECT ACHIEVEMENT	Architecture & Installation 1 day recommended
		<ul style="list-style-type: none"> • Installation & Configuration, Restore & Backup strategy • Web publishing configuration • Sharing rules – Access Security definition • User Access customization & Group definition
PROJECT CUSTOMIZATION	Customization & Implementation Depending on needs	
	<ul style="list-style-type: none"> • Model creation: Property definition, Access authorization, Filter customization • Document Selection for processing, Split management rules • Data selection for properties & Archivor connector setup • Scenario Creation & Scheduling • Error messages monitoring, Exception handling • Document Rules Maintenance (scheduled tasks) • Specification Compliance Test 	
TRAINING	Knowledge Transfer 2 days recommended	
	<ul style="list-style-type: none"> • IT Administrator Software training <i>Compleo Archivor Training Guide – 4 languages, 40 pages</i> <i>Compleo Supervisor Training Guide – 4 languages, 20 pages</i> 	