Synergy Document Management™

Enterprise-Wide Document Management

Today's paper-intensive business environment creates a fundamental need for a scalable document management system. The Synergy Document Management module of the Synergy Enterprise Content Management (ECM) solution provides immediate, accurate document search and retrieval, arming you with the up-to-the minute information that you need to take care of business when it matters most – right now.

jack henry Banking®

A DIVISION OF JACK HENRY & ASSOCIATES INC®

Maximize Your Time, Minimize Your Clutter.

BUSINESS VALUE

- Save Money
- Improve Operations

COMPATIBILITY

- SilverLake System®
- CIF 20/20®
- Core Director®

- *Connecting content with the people who need it supports better-informed and timelier business decisions.*

IT WORKS LIKE THIS …

Synergy Document Management leverages state-of-the-art imaging and storage technology to provide an enterprise-wide electronic knowledge management solution. It integrates seamlessly into your bank's infrastructure, providing a secure, central hub that supports virtually all types of electronic information, including reports, scanned images, PDFs, photos, sound files, and even application documents like Microsoft® Office Word and Excel® files.

Synergy Document Management captures documents in a centralized, decentralized, or combination environment and provides storage, versioning, metadata, security, retention policy enforcement, and indexing and retrieval capabilities via the Internet, LAN, or WAN.

QUICKER DECISIONS MEAN FASTER RESPONSE TIMES …

Synergy Document Management's secure, central document repository allows you to access information quickly, improving enterprise-wide productivity and streamlining operations across every department. Synergy Document Management also offers the ability to open related information with a single mouse click using the WorldLinks feature. Connecting content with the people who need it supports better-informed and timelier business decisions, which can transform how effectively your bank can respond and the quality of customer service it can provide.

IT MANAGES CONTENT SO YOU DON'T HAVE TO …

This solution's sophisticated version management utility facilitates a collaborative work environment and enhances productivity by allowing users to check out document images and make content modifications such as notes and annotations. When checked in, modified document images automatically become the most current version available for enterprise-wide access.

SECURITY YOU CAN COUNT ON …

Synergy Document Management's proven security features help ensure that only authorized users can modify document images and that modifications can be automatically tracked, creating a valid audit trail. This solution enforces defined document retention policies that govern disposition and support compliance with related regulations, legal stipulations, and best practices, and streamlines preparation for regulatory examinations.

INTEGRATION PROVIDES A COMPLETE ECM SOLUTION …

When combined with other Synergy modules, this solution creates a true productivity suite. The Synergy Document Tracking module provides a complete solution for the efficient management of document sets and uses electronic checklists to help manage and track groups of documents. Electronic access provides the ability to search and summarize the status of checklists instantly in multiple views. Synergy Document Tracking is an instrumental module that helps with identifying compliance issues and reducing risk. And the Synergy eDistribution module sends notices for missing, coming due and past due items.

Synergy Document Management is another innovative ECM solution that generates material operating efficiencies, expedites research, enhances customer service and convenience, streamlines information access and distribution, and reduces operating costs.

WHAT IT DOES:

- Provides an enterprise-wide electronic knowledge management solution that leverages state-of-the-art imaging and storage technology to automate document capture, retrieval, and distribution.

- Supports all types of media, including scanned documents, e-mails and attachments, photos, Microsoft Word and Excel files, etc.

- Captures documents in a centralized, decentralized, or combination environment.

- Integrates with other Synergy modules such as Synergy Document Tracking, Synergy eDistribution, and Synergy Workflow to offer robust, comprehensive document management.

- Supports defined document retention policies that govern disposition and support compliance with regulations, legal stipulations, and best practices.

- Provides access to documents via the Internet, LAN, or WAN.

- Applies all associated security rules and permissions.

- Provides a sophisticated, secure version management utility that allows authorized users to check out document images, make content modifications such as notes and annotations, and check in modified document images.

- Tracks and logs document modifications, providing a valid audit trail.

- Provides security masks to protect sensitive information from unauthorized viewing.

- Provides cut and paste capabilities for easy, secure exporting of customer-facing content into Microsoft Word and Excel documents, e-mails, and form letters.

- Opens related information with a single mouse click with the WorldLinks feature.

WHAT IT DOES FOR YOU:

- Provides an efficient single point of access to enterprise-wide documents.

- Helps eliminate lost or misplaced documents.

- Enhances customer service by expediting responses with immediate document access and retrieval.

- Strengthens internal controls by auditing user operations such as add, delete, and modify functions at the index and page levels.

- Streamlines preparations for regulatory examinations.

- Enhances productivity.

- Reduces printing costs.

- Eliminates microfiche, microfilm, and paper-based storage systems.

The Synergy Enterprise Content Management (ECM) platform enables banks to securely capture, retrieve, store, and distribute documents, check images, and report data. This sophisticated solution supports virtually all types of electronic information, including reports, scanned images, PDFs, photos, sound files, application documents such as Microsoft Office Word and Excel, and essentially any electronic file that is in an industry standard format. The ability to create a secure, central document repository with immediate desktop delivery of archived documents improves enterprise-wide productivity and effectiveness, streamlines operations, supports better-informed and timelier decisions, and enhances customer service and responsiveness. Jack Henry Banking supports diverse operational environments with the ability to seamlessly install ECM functionality in-house, or deliver key components through its software-as-a-service (SaaS) Synergy Express offering.

For more information about Jack Henry Banking®, or to schedule a demonstration or talk to an existing user, email **askus@jackhenry.com**, call **417-235-6652**, or visit **www.jackhenrybanking.com**.

© 2015 Jack Henry & Associates, Inc.®