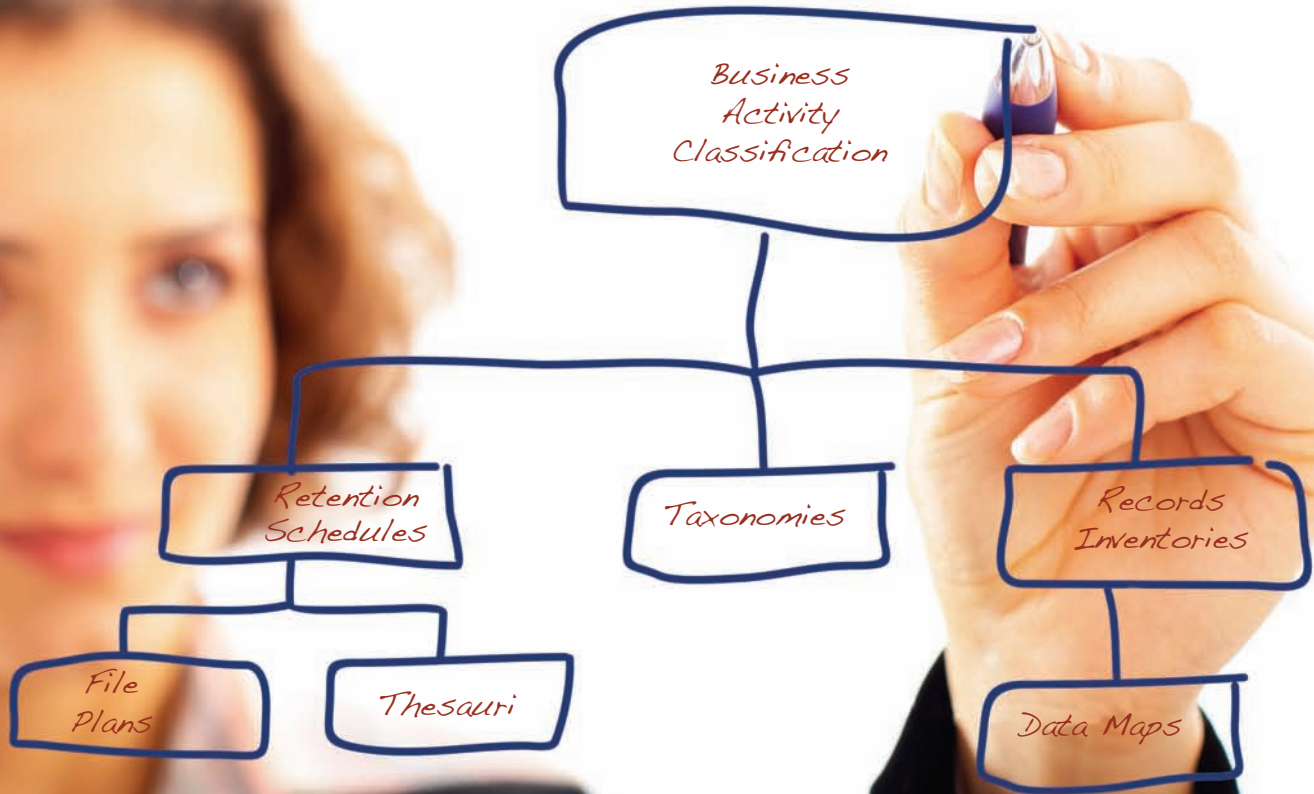


it's easier with a.k.a.®



the software toolkit that enables recordkeeping elements to be linked together in multiple ways bringing context and logic to the management of records



“How does anyone do this in a spreadsheet?”

a.k.a.® is a software toolkit that enables recordkeeping elements to be linked together in multiple ways bringing context and logic to the management of records.

a.k.a.® provides out of the box functionality for building a comprehensive range of records management tools: taxonomies, file plans, business classification schemes, thesauri, glossaries, records retention and disposition schedules, data maps, records inventories and vital records registers are among the many structures that you can create using a.k.a.®

“I don’t know how people compile a taxonomy without a tool like a.k.a.!”

Constructing a taxonomy or retention schedule can be arduous and time consuming, taking many months, even years. a.k.a.® manages every aspect of development and significantly reduces time and effort:

- Importing legacy data
- Creating and editing terms and entities
- Linking terms and entities
- Testing schemes for integrity
- Seeking approval through reporting and publishing online
- Deploying and utilizing in RIM systems

a.k.a.® provides sophisticated import tools, effortless data linking, comprehensive reporting and a range of usability features, all included in one package.



“a.k.a.® has become an essential tool for managing records within our organization.”

a.k.a.® enables enterprise standards for taxonomies, retention policies and recordkeeping rules. The information managed within a.k.a.® can be likened to the DNA or genetic code of an organization. DNA is the molecule that encodes genetic information in the nucleus of cells and determines the structure, function, and behavior of organisms. Similarly the data compiled and maintained within a.k.a.® describes how information within an organization is described, structured, controlled, connected and managed over time.

Enterprise taxonomy standards enable consistency of approach regardless of the RIM systems used. From a single source within a.k.a.®, taxonomies and retention rules can be deployed to the web, Windows, SharePoint and many other RIM systems.

“a.k.a.® helped us manage our compliance requirements.”

a.k.a.® is designed to create schemes which meet best practice standards as defined in the Records Management standard ISO 15489 and the Recordkeeping Metadata standard ISO 23081.

The DIRKS methodology in ISO 15489 delivers a strategic approach to the management of business information. It provides a framework for identifying and linking essential recordkeeping elements within an integrated structure. These elements are the building blocks that we incorporate into RIM systems.

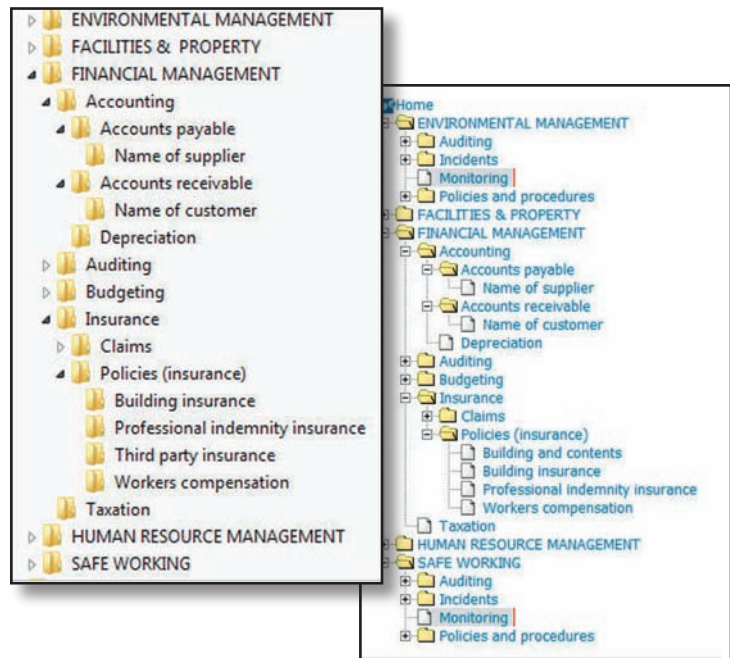
a.k.a.® is the perfect tool for building and reporting on the DIRKS framework. All of the recordkeeping elements can be created in a.k.a.® and linked in context. Legal and stakeholder requirements can be linked to the business processes that generate records.

Using a.k.a.® the DIRKS elements can be incorporated into taxonomies and retention schedules deployed within RIM systems.

“a.k.a.® has brought consistency to all of our RIM systems.”

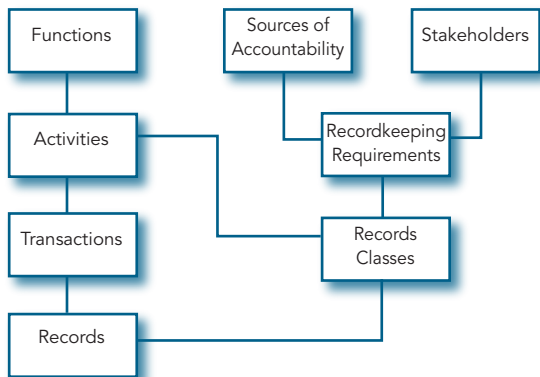
Most organizations have evolved multiple records and information systems – file shares, e-mail systems, RIM and line of business systems –all using different terminology. Harmonizing these systems with common terminology can be a daunting task.

a.k.a.® can output taxonomies and retention schedules from a single source to almost any RIM system using generic outputs in XML, CSV or TXT.



DIRKS Step B
Analysis of Business Activity

DIRKS Step C
Analysis of Recordkeeping Requirements



a.k.a.® taxonomies and retention schedules are regularly deployed into Documentum, eDOCS, FileNet, Interwoven, Objective, Open Text, Oracle, SharePoint and TRIM systems.

Specialised data exchange tools enable taxonomies to be published to shared drives, to SharePoint and to specific RIM systems such as TRIM and eDocs.

“The software is being improved over time with the willingness of Synercon personnel to listen to and accept input from the users of the software.”

a.k.a.® is a records management product – specifically designed for records managers. a.k.a.® was designed and developed by Synercon Management Consulting – a leading provider of records management consulting services, training and tools.

The designers behind a.k.a.® are all recognized experts in records classification and retention management. They use a.k.a.® in their daily work and continue to provide input as a.k.a.® is refined and improved. Their knowledge enables a.k.a.® to provide functionality that records managers need and expect.

Synercon’s mission is to help organizations manage their information more effectively, and empower people to change their habits and implement new processes.

a.k.a.® is used by over 300 organizations worldwide and is the tool of trade for:

- records managers
- business analysts
- risk managers
- RIM consultants
- records regulators
- RIM implementers

At Synercon, we believe that a software product is only as good as the support behind it. We are committed to providing our licensed users with quality support and upgrades to help you achieve the maximum benefit from your software, and our Upgrade and Support Program (USP) facilitates this commitment.

Synercon provides extensive support to our client base through a range of mechanisms including:

- comprehensive online help
- error logging
- e-mail, telephone support
- on site and classroom training
- a.k.a.® online user forum
- a.k.a.® user group meetings

All types of organizations use a.k.a.®

- banks
- government agencies
- local bodies
- manufacturers
- hospitals
- insurance companies
- utilities
- universities

www.a-k-a.com.au

a.k.a.® is designed and developed by Synercon Management Consulting P/L
PO Box 952, Rozelle, NSW, Australia

a.k.a.® is available from:

it's easier with a.k.a.®

