



Information Governance Software

Single source management.

Build once, use many times.

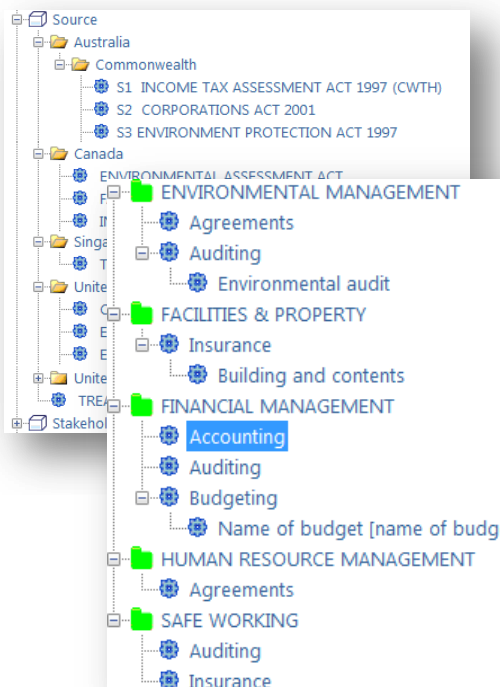
a.k.a.® delivers the means to manage your information governance framework within a single source environment.

The metadata library delivers consistent and reliable corporate metadata to all information management users. Use the same content over and over again.

Multiple structures

Build multiple structures by combining entities and relationships in many different ways including:

- ✓ Taxonomies, File plans
- ✓ Thesauri for search engines
- ✓ Retention schedules
- ✓ Records inventories, Data maps
- ✓ Entity models
- ✓ Organizational structures
- ✓ Access & security models
- ✓ Workflows and processes
- ✓ Rules engines
- ✓ Enterprise architectures



Extensible

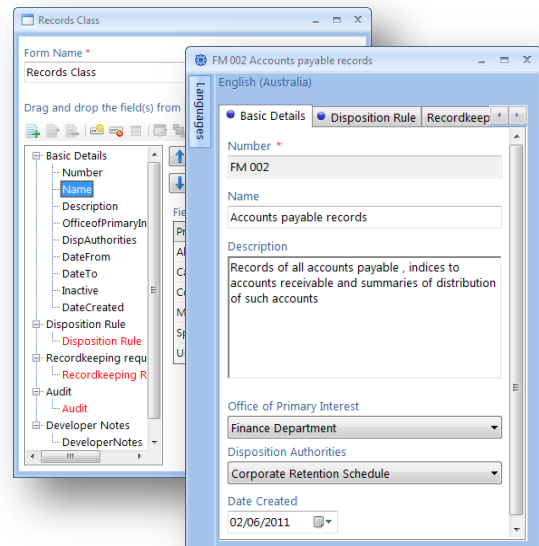
No constraints.

a.k.a.® enables the creation and customization of multiple entities, forms, fields, lists, relationships, and schema.

Flexible

Design according to your own needs.

a.k.a.® delivers intuitive configuration tools for customizing fields, forms, lists, captions, tags, properties, controls and relationships.



Multilingual

One or many languages.

a.k.a.® provides a multilingual data entry interface and supports multilingual content.

Supports data exchange and interoperability

Using XML, CSV and customised import/export formats, a.k.a.® exchanges data with a wide variety of information systems, enabling harmonization between different RIM systems.

An extensive range of mapping tools support data exchange.

User interface

Built using Microsoft .NET Development tools a.k.a.® features ribbon menus with a fluent user interface

Functionality Overview

a.k.a.® Information Governance software delivers a suite of interconnected modules:

Administrator

- ✓ Create and manage SQL database
- ✓ Manage user access and permissions

Designer

- ✓ Create and customise
 - Entities
 - Fields
 - Lists
 - Forms
 - Relationships
 - Schema
- ✓ Create and customise captions, controls, data entry rules, numbering
- ✓ Enable language control for multilingual application
- ✓ Import/export designs between databases
- ✓ Report on design

Library

- ✓ Add, modify and delete content, including multilingual content
- ✓ Import and export content
- ✓ Report on content
- ✓ Bulk processing

Architect

- ✓ Link content to build multiple RIM structures
- ✓ Import and export structures using XML and CSV
- ✓ Report on RIM structures

Exchange

- ✓ Data mapping tools for import/export to CSV and XML
- ✓ Customized data exchange with ECM systems - including SharePoint, TRIM, Objective, and eDOCS

Technical information

a.k.a.® Version 3 is written in .NET and uses an MS SQL Server database.

a.k.a.® operates on Windows XP, Vista and Windows 7 (32 and 64bit).

Software Support

The a.k.a.® Upgrade and Support Program is delivered worldwide by Synercon and partners. The program includes software upgrades, technical support, intellectual support, and a LinkedIn user forum.

Synercon and accredited partners provide online and onsite training programs on all aspects of a.k.a.® use integrated with records and information management practice.

a.k.a.® History

a.k.a.® software is proven.

First released in 2002 a.k.a.® has delivered groundbreaking taxonomy and retention management solutions to records managers worldwide.

a.k.a.® software is currently used by over 400 large corporations and government agencies throughout the United States, Canada, United Kingdom, Australia and New Zealand.

a.k.a.® is also employed as a teaching tool in university records management programs around the world.

