

(T W E E K !)

(TWEEK!DM) – Document Management System – Data Sheet

(TWEEK!DM) – Features at a glance

- Control document formatting using pre-configured WYSIWYG editor
- Track the document life-cycle from start to finish
- Consult anyone, anywhere, on-line
- Automate approval on-line
- Generate electronic & paper based audit trails
- Generate on-line & emailed approval bulletins
- Link to associated information accurately & efficiently
- Identify & address dead links rapidly
- Publish documents in a single ordered site
- Enable fast & flexible document searches
- Monitor usage and automate review reminders
- Automate management reporting
- Save time, save paper!

(TWEEK!DM) – Overview

(TWEEK!DM) is an on-line document management system. It supports every stage of the document development process, from creation/import through to consultation, submission for approval and publication.

Create and version documents using a pre-configured WYSIWYG editor to maximise control and consistency for a really professional look. Track version controlled copies of documents from the time they are created throughout their life-cycle.

Post draft documents for comment via an on-line interface that compiles and pre-orders responses for ease of comparison. Add your own custom survey to enhance and target consultation feedback. Lock consultation down to a select group or open it up for widespread review.

Streamline approval and reporting with the on-line approval and publication system and generate electronic and paper based audit trails as you go. Publish documents and associated materials easily and efficiently to a single site for ease of access, and enable users to perform flexible searches using the built in dedicated search engine. Link to associated information quickly and easily and have the built-in link checker tell you when a link 'breaks' so you can fix the problem fast.

Automate approval notifications by way of the on-line bulletin board and back this up by email if you wish. Monitor individual document usage and automatically generate management reports at predetermined intervals. Use the systems document review features to initiate and record progress for scheduled reviews.

Easy to maintain using a series of on-line forms, the system and documents can be managed centrally or from remote locations depending on business needs. (TWEEK!DM) can also be integrated with other (TWEEK!) systems to meet the Governance, Risk and Compliance needs of your organisation.

(T W E E K !)

(TWEEK!DM) – Purchase Options

(TWEEK!) offers two purchase options in respect to the (TWEEK!DM):

1. **System as Service** - A dedicated client account providing access to a complete implementation of the existing system, including re-branding of your user interface (within system constraints) to reflect your corporate colours and logo.
2. **Corporate Implementation** - Your own corporate implementation of the existing system, hosted on a dedicated server, including re-branding of your user interface (within system constraints) to reflect your corporate colours and logo.

(TWEEK!DM) Management Add-ons:

1. **Start-up Administration** - (TWEEK!) will co-ordinate and oversee initial data population and process re-engineering while you go about your business, resulting in a more seamless transition.
2. **Ongoing Administration** - (TWEEK!) will administer your system for you, leaving you to focus your resources on your primary business objectives.

(TWEEK!DM) Sales Enquiries

For further information, or to arrange a demonstration of the system, please contact:

Joanne Auld, Director/Business Analyst, (TWEEK!) Pty Ltd

Mobile: +61 (0)481 361 716

Email: jo@tweek.com.au

Mick Hawkins, Director/Developer, (TWEEK!) Pty Ltd

Mobile: +61 (0)411 660 556

Email: mick@tweek.com.au