



Project Management from SPL ensures the optimum achievement of change in accordance with clear time-frames and to agreed costs – plus our service is entirely flexible to match your individual needs.

## Document Management System

# from Symbiotic Projects

Project teams have a clear and defined purpose - to complete jobs on time and within budget; and when the project team consists of individuals from all over your organisation (or even outside your company), you need a powerful set of tools.

SPL's Document Management System can help bring your team together no matter where its members are based, thanks to its easy-to-use configuration. Moreover a readily accessible web-based service makes it simple for everyone to contribute, stay on track and understand what the whole team is doing. And no matter what kind of project or software you use, SPL's Document Management System can help keep your team focused and on schedule.



### Impressive key features for Project Teams

SPL's Document Management System contains a range of features that allow for easy usage and truly effective command of the facts – however complex the project:

**Easy document sharing** - creating common workspaces shouldn't have to be a project in itself, and with SPL's Document Management System, it's as easy as making a new folder on your desktop. With simple e-mail invitations, you can add new users and they can begin contributing instantly.

**Add consultants easily** – today's project teams often rely on outside specialists. With SPL's Document Management System, you can include non-staff members just as easily as regular employees.

**No new applications** - not everyone uses the same applications to get their jobs done, so why oblige them to change simply to ensure a project is completed? SPL's Document Management System is ideally suited to mixed application environments, helping your marketing team work easily together with your legal department.

**Simple set-up and management** – with SPL's Document Management System, inter-departmental teams don't have to rely on one department's standard collaboration process. Web-based and user-friendly, SPL's Document Management System is easy for everyone to use because it works inside current applications or a web browser in a way that people are already used to.